



COUNTY OF SAN DIEGO
DEPARTMENT
OF
HOUSING AND COMMUNITY DEVELOPMENT

Notice of Funding Availability (NOFA)
For
Acquisition, Rehabilitation, New Construction and
Operation of Permanent Supportive Rental Housing

Release Date:

AUGUST 13, 2008

Source of Funds:

Mental Health Services Act (MHSA)

Catherine Trout Lichterman
Director

http://www.sdcounty.ca.gov/sdhcd/docs/mhsa_nofa_new_release_08_13.pdf

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TABLE OF CONTENTS

NOTICE OF FUNDING AVAILABILITY (NOFA)

Introduction	4
Eligible Applicants/Developers	5
Funding Availability	5
Types of Housing and Funding	6
Target Population and Full Service Partnership	7
Developer Capacity	8
Conditions	8
Technical Assistance/Clarification and Addenda	9
Preliminary Project Review	9
Selection Procedure	10

SAN DIEGO COUNTY MENTAL HEALTH SERVICES ACT FUNDING APPLICATION

Checklist	12
Project Summary	13
Applicant Experience	14
Additional Information	18

ATTACHMENTS

A. Preliminary Service Commitment Verification	27
B. Development Guidelines	28
C. Project Timeline	30
C.1 Board Resolution	32
D. Term Sheet	34
E. Developers Disclosure Statement	41
F. Income Eligibility Chart	45
F.1 Utility Allowance Schedule	46
G. Evidence of Public Loans	47
G.1 Sample Relocation Notices	49
H. Schedule and Analysis of Real Estate Owned	53
I. Tenant Characteristics	54
J. Certificate of Equal Opportunity Compliance	56
K. Affirmative Fair Housing Marketing Plan	57
L. Pertinent Regulatory Requirements	62
M. Insurance and Bond Requirements	70
N. Management Plan Checklist	74
O. Contact Information	76

INTRODUCTION

The County of San Diego is pleased to announce a new housing program under which up to \$3.24 million dollars of Mental Health Services Act (MHSA) funds has been made available to finance the acquisition, rehabilitation, new construction and operation of permanent supportive rental housing including capitalized operating subsidies for projects serving individuals with mental illness and their families.

In November 2004, the voters of the State of California approved Proposition 63, the MHSA. This Act instituted a 1% income tax on personal income over \$1 million to be used for mental health care. The MHSA's overall purpose is to transform the mental health system in California toward one that is more client and family centered and oriented toward wellness and recovery. The Act also focuses attention on reaching historically underserved individuals and communities in the state. The MHSA explicitly recognizes that a lack of housing for individuals with mental health issues is a barrier to wellness and recovery.

Housing units developed under this Notice of Funding Availability (NOFA) must be dedicated for MHSA eligible individuals. Services are offered to these individuals through Full Service Partnership programs that provide comprehensive services to individuals with serious mental illness who also have unmet housing needs. In order for a development to be eligible for MHSA Housing Program funding, it must be consistent with recommendations adopted in the County's Mental Health Services Act Housing Plan. Housing units can be developed through acquisition, rehabilitation of existing units, or new construction. The population groups targeted in the San Diego Housing Plan include:

- Transition Age Youth
- Homeless and At-Risk Adults
- Adults (Justice System Involvement)
- Older Adults

A full copy of the plan may be accessed through the following website:

http://sandiego.networkofcare.org/mh/home/ca_prop63.cfm

In addition, applicants for funding under this NOFA must follow the County of San Diego's local submission process as outlined in the "Guidelines for Application" published by the County's Adult/Older Adult Mental Health Services Department. The "Guidelines for Application" are currently being updated and a draft is provided as part of this NOFA (Attachment B). A full copy of the document may be accessed through the following website:

http://sandiego.networkofcare.org/mh/home/ca_prop63.cfm

In releasing this NOFA, the goal of the County of San Diego is to facilitate construction, acquisition, rehabilitation and operation of permanent supportive rental housing for MHSA eligible individuals by providing gap financing at rates below those charged by commercial lending institutions. The County expects funds awarded under this NOFA to be leveraged with other resources that may include private equity, loans from lending institutions, and/or funds from

Federal, State or local programs such as Low Income Housing Tax Credits, Tax-Exempt Multifamily Housing Revenue Bonds, Supportive Housing Program and the State's Multifamily Housing Program (MHP).

Funds awarded under this NOFA may also be leveraged and/or combined with MHSA funds that are currently available through the California Housing Finance Agency/CalHFA and the California Department of Mental Health/DMH. Information may be obtained from the DMH website at http://www.dmh.ca.gov/Prop_63/MHSA/Housing/default.asp or the CalHFA website at <http://www.calhfa.ca.gov/multifamily/mhsa/index.htm>.

ELIGIBLE APPLICANTS/DEVELOPERS

Qualified nonprofit and private developers who can demonstrate their ability to build, operate, or acquire and rehabilitate affordable housing are encouraged to submit proposals. Restricted units must remain affordable for a minimum of 20 years or longer if required by other funding sources. Projects must be located in any city in the County of San Diego or in unincorporated areas of the County and must be affordable to households earning 50 percent or less of the area median income (as adjusted by household size).

FUNDING AVAILABILITY

Approximately \$3.24 million is available under this NOFA for development of permanent supportive rental housing development or other eligible affordable housing activities. Additional funds may be made available during the County's fiscal year. Awards are contingent upon the County receiving funds from the State of California Department of Mental Health.

These funds are available to Community Housing Development Organizations (CHDOs), Community Based Development Organizations (CBDOs), other nonprofit and private affordable housing developers, and public entities.

Qualified developers include:

1. Developers with a track record of successful housing development and a history of serving the target population.
2. Developers with a track record of successful housing development but with no history of serving the target population, but with a complete contract/Memorandum of Understanding with a qualified FSP and property manager, and the assistance of qualified consultants with a history of successfully working with developers to house the target population.
3. A qualified supportive services provider with a joint venture developer partner with a history of successful development who has entered into a complete Memorandum of Understanding with a qualified property manager, and has assistance of qualified consultants who have a history of successfully working with similar joint venture partners to house the target population.
4. A qualified supportive services provider with a qualified development team that has a history of successful development and that has entered into a Memorandum of Understanding with a qualified property manager.

The developer and its affiliate organizations will be evaluated both for their ability to successfully develop and manage the real estate component of the development, and for their ability to partner with a FSP to deliver high quality services to the target population.

Tax-exempt bond financing may also be available. If tax-exempt bonds are being contemplated for the project financing, please contact Hugo Mora at (858) 694-4877.

TYPES OF HOUSING AND FUNDING

1) Shared Housing Developments

Applicants may apply for \$100,000 per targeted bedroom in a Shared Housing Development, up to 100% of capital costs, provided each bedroom is targeted to a tenant who is a member of the MHSA target population. The loan term for capital funds awarded under this program will be 20 years, or longer if required by other funding sources or if tax credits are involved. Additional information on terms is outlined on **Attachment D**.

2) Rental Housing Developments

Applicants may apply for up to one-third of the capital costs of the MHSA restricted units in a Rental Housing Development (developments with five or more units) to a maximum of \$100,000 per targeted unit. At an applicant's request, amounts greater than \$100,000 up to one-third of total development costs per targeted unit will be considered on a case-by-case basis. The loan term for capital funds awarded under this program will be 20 years or longer if required by other funding sources or if tax credits are involved.

3) Capitalized Operating Subsidies

Applicants may submit a request for capitalized operating subsidies under this Notice of Funding Availability for the initial 24 months of operations for MHSA targeted units only. Applicants who are applying under the California Department of Mental Health (DMH) and the California Housing Finance Agency's (CalHFA) MHSA Notice of Funding Availability for capital funds may submit a copy of that application to the County of San Diego for capitalized operating subsidies consideration.

Applicants that are not applying under the State MHSA NOFA for capital funds may apply for capital funds under this NOFA. However, projects under this category must demonstrate their ability to operate the project for the full 20-year term.

THE FOLLOWING SCENARIOS ARE ELIGIBLE FOR CONSIDERATION UNDER THIS NOFA:

Scenario One: An applicant may apply for Capital funding from CalHFA and up to 24 months of operating subsidies under this NOFA.

Scenario Two: An applicant may apply for Capital funding under this NOFA without applying to CalHFA. Under this scenario, the applicant may elect to apply for up to 24 months of operating subsidies from this NOFA. In either case, the applicant must clearly demonstrate a financial plan for up to 20 years of operating subsidies from other sources.

Scenario Three: An applicant may apply for capital funding from CALHFA in addition to applying for capital funding and 24 months of operating subsidies under this NOFA.

TARGET POPULATION AND PARTNERSHIP WITH A MENTAL HEALTH FULL SERVICE PROVIDER

As a requirement of this funding source, prospective tenants must be certified MHSA eligible. MHSA services are provided by from one of the County of San Diego's Full Service Partnership (FSP) agencies.

FSP's are service provider agencies contracted with the County MHS to provide a comprehensive array of services to individuals with serious mental illness. The FSP delivery system incorporates recovery and cultural competence into the services and supports offered to individuals participating in the program. In this partnership, the service provider commits to do "whatever it takes" and "meets the client where they are." This level of service assists individuals participating in the program to achieve their personal recovery resiliency, and wellness goals.

Applicants requesting funding under this NOFA must submit a Service Commitment Certification (**Attachment A**) to verify County Mental Health's preliminary commitment to provide supportive services for the proposed development through an FSP.

Upon approval of County MHSA funding, all developers will be required to formalize the commitment by entering into a Memorandum of Understanding with the FSP and the County of San Diego Mental Health Department to ensure supportive services are available to the project's target population for the term specified in the housing development regulatory agreement.

The following are the County of San Diego's MHSA Full Service Partnership Service Provider Contacts, Service Regions and Target Populations:

<i>FSP</i>	<i>Contact</i>	<i>HHSA Service Region</i>	<i>Target Population</i>
Community Research Foundation - Impact Program	Jack Farmer, PhD Director of Administration 1202 Morena Boulevard, Ste 300 San Diego, CA 92110 Tel: 619-275-0822 ext. 328 Email: jack@comresearch.org	Central & North Central	Seriously mentally ill adults who are: <ul style="list-style-type: none">• Homeless (first priority); or• At-risk of homelessness; or• Unserved or high users of acute inpatient care
Mental Health Systems, Inc. - North Star Program	Mark Carpenter Housing Coordinator 474 W. Vermont, Ste 104 Escondido, CA 92025 Tel: 619-726-2952 Email: mcarpenter@mhsinc.org	North Inland & North Coastal	Seriously mentally ill adults who are: <ul style="list-style-type: none">• Homeless (first priority); or• At-risk of homelessness; or• Unserved or high users of acute inpatient care
Mental Health Systems, Inc. - Center Star Program	Mark Carpenter Housing Coordinator 474 W. Vermont, Ste 104 Escondido, CA 92025 Tel: 619-726-2952	County-wide	Unserved seriously mentally ill adults who have been treated for mental illness while in jail or may be diverted from

	Email: mcarpenter@mhsinc.org		jail.
Providence Community Services - CATALYST Program	Cara Evans Program Director 3635 Ruffin Road, Ste. 100 San Diego, CA 92123 Tel: 858-300-0460 ext. 118 Email: CEvans@provcorp.com	County-wide	Young Adults (18 – 24) with serious mental illness who are: <ul style="list-style-type: none"> • Homeless; or • At risk of homelessness; or • Unserved
Heritage Clinic	Hannah Cohen Associate Director 200 East Washington Avenue, Suite 100 Escondido, CA 92025 Tel: 760-737-8642 ext. 258 Email: hcohen@heritageclinic.org	County-wide	Older Adults (60 and older) with serious mental illness who are: Homeless or At-risk of Homelessness; High utilizers

DEVELOPER CAPACITY

Applicant capacity to perform administrative, managerial, and operational functions, and to oversee the work necessary for successful completion of the proposed development, will be evaluated. Please provide the Developer Disclosure Statement (**Attachment E**).

To be eligible for MHSA financing, an applicant must:

1. Exhibit the prior work of staff, partners, or consultants resulting in successful development of affordable rental housing. Successful development may be in operation, construction, acquisition, acquisition with rehabilitation, or any combination of accomplishments that created or preserved affordable rental housing.
2. Possess control of the proposed development site through fee title, an option to purchase, a disposition and development agreement with a public agency, a land sales contract, a leasehold with development provisions, or any other enforceable instrument approved by the County.

CONDITIONS

The County reserves the right to negotiate and award contracts to multiple applicants and request additional information from applicants. By the act of submitting a proposal, applicants acknowledge and agree to the terms and conditions of this NOFA and to the accuracy of the information they submit in response. The County reserves the right to reject any and all submittals, waive any irregularities in the submittal requirements, or cancel this NOFA. All submittal packages become the property of the County and, as such, are subject to the Public Information Act and become public property.

Applicable requirements of the State of California and County of San Diego MHSA funding apply under this NOFA. If the federal Community Development Block Grant Program (CDBG) and/or the federal HOME Investment Partnership Program (HOME) or other governmental

funding is used for a specific proposal, applicable program requirements and regulations will apply. Assistance with these regulations may be obtained from the County of San Diego's Department of Housing and Community Development by calling Tom D'Lugo at (858) 694-8741.

TECHNICAL ASSISTANCE, CLARIFICATION AND ADDENDA

Consultation with County staff to discuss potential project concepts, funding regulations, application requirements, etc. is available year-round by appointment. County staff will be available for clarification of application contents and regulations. Requests for clarifications regarding this NOFA should be directed to: Dolores Diaz, Department of Housing and Community Development, 3989 Ruffin Road, San Diego, CA 92123-1890, or at (858) 694-4804 or via e-mail at dolores.diaz@sdcounty.ca.gov.

Applicants are encouraged to also contact the Corporation for Supportive Housing (CSH) for technical assistance under this NOFA. The County of San Diego Mental Health Services Administration has contracted with CSH as the entity that helps communities create permanent supportive housing with services to prevent and end homelessness. For technical assistance for regarding MHSA, contact Simonne Ruff at (619) 234-4102 or via e-mail at simonne.ruff@csd.org.

Substantive changes in the submittal requirements, if any, will be made and issued in the form of an addendum and posted on the HCD website.

PRELIMINARY PROJECT REVIEW

Projects requesting MHSA housing funds must follow the local MHSA Guidelines for Application including the Project Development Guidelines as outlined in **Attachment B** and **must** seek input from the County of San Diego Mental Health Services.

Applicants may request an appointment (as outlined in the local application guidelines) at the County of San Diego Behavioral Health Division. Appointment requests may be submitted to: Kevine Ky, Adult/Older Adult Mental Health Services 3255 Camino Del Rio South, San Diego, CA 92108 Phone: (619) 563-2703 Fax: (619) 563-2761 or via e-mail to: kevine.ky@sdcounty.ca.gov.

PROPOSAL SUBMITTAL

Proposals must be submitted to the County of San Diego Department of Housing and Community Development, Attention: Community Development Division (MHSA), 3989 Ruffin Road, San Diego, CA. 92123. Submittals must contain one master (no staples or binders) and one copy; both with original signatures. Faxed and/or e-mailed applications will not be accepted.

These proposals are "over the counter" and will be reviewed in the order they are received. The County of San Diego's Department of Housing and Community Development reserves the right to request additional information from the applicant.

Applicants submitting incomplete or ineligible proposals will be notified accordingly.

SELECTION PROCEDURE

The selection procedure will include evaluation of proposal financing demonstrated in the MHSA NOFA Application along with recommendations from the County of San Diego Mental Health Services.

If other Federal funding sources are utilized in the project an additional determination will be made to ensure the consistency of the proposal with the priorities outlined in the appropriate jurisdiction's Consolidated Plan. Funded proposals that utilize a combination of MHSA and Federal funding must comply with the regulations of the program(s) through which they receive funding such as CDBG and/or HOME.

Following the above review, a project evaluation committee will consider and evaluate the application(s). The Director of the County's Department of Housing and Community Development will then make funding recommendations to the County Mental Health Services Director who will then submit the project to the County Board of Supervisors/Board of Directors for final approval.

**SAN DIEGO COUNTY
MHSA FUNDING APPLICATION
and
ATTACHMENTS**

CHECK LIST

*Please complete the following checklist and submit this form with the application.
NOTE: To avoid duplication, a copy of the applicable CalHFA application material may be submitted to
complete the package (where applicable)*

Requirements for Submittal

All pages 8.5 x 11 inches

One master copy (no staples or binders) and one copy; both signed.

- ☐ Project Summary and Attachments
- ☐ Development Forms including: (Rental Income, Operating Expense, Development Cost, Sources and Uses of Funds, Multi-year Cash Flow and Development Pro Forma in the applicants desired format)

- ☐ Articles of Incorporation and By Laws
- ☐ Audited Financial Statements/Single Audit (less than 1 year old)
- ☐ Board Resolution
- ☐ Certifications:
 - For CBDOs, a copy of CBDO certification
 - For CHDOs, a copy of CHDO certification
 - For nonprofit organizations, proof of 501(c)(3) status and an up-to-date roster of the applicant's board of directors.
- ☐ Community Review Documentation/Including Review from the Mental Health Housing Committee if applicable
- ☐ MHSA Service Commitment Certification
- ☐ Crime Free Multifamily Housing Element
- ☐ Developer Disclosure Statement
- ☐ Evidence of Compliance with Previous Public Loans
- ☐ Evidence of Funding Source Commitments including match letters for funding sources requiring a match
- ☐ Evidence of site control
- ☐ Hazardous Waste Assessment
- ☐ Location map, site plan, floor plan, photos
- ☐ Appraisal, less than 3 months old (for new construction proposals- submit the land-only appraisal and market studies)
- ☐ Partnership Agreement (if applicable)
- ☐ Rehabilitation Estimate (including any required testing of major building systems that may be required)
- ☐ Relocation Plan and Relocation Contract
- ☐ Replacement Reserve Analysis
- ☐ Schedule and Analysis of Real Estate Owned
- ☐ Tax Credit Application with date of submission (if applicable)
- ☐ Tenant Characteristics Form
- ☐ Project Timeline

The following requirements need not be submitted with the initial NOFA application. However, the applicant is encouraged to submit available documentation for the requirements below.

Requirements for County Board of Supervisors Consideration

- ☐ "As-Built" Appraisal for New Construction proposals
- ☐ Certificate of Compliance with the County's Equal Opportunity Program
- ☐ CEQA Environmental Review (if applicable)
- ☐ Testing for asbestos, lead and residual pesticides (If applicable)
- ☐ Relocation Noticing (if required)

- ☐ Affirmative Fair Housing Marketing Plan
- ☐ Copy of Senior Loan Documents
- ☐ Environmental Review
- ☐ General Liability Insurance
- ☐ Lender's Insurance Policy
- ☐ Management Plan
- ☐ Payment and Performance Bond
- ☐ Preliminary Title Report

Project Summary:

Project Name:	
Name of Applicant:	
Applicant Address:	
Contact Name:	
Phone:	Fax:
Email:	
Organizational Status (Check all that apply):	
<input type="checkbox"/> Nonprofit <input type="checkbox"/> CHDO/CBDO <input type="checkbox"/> Private Entity <input type="checkbox"/> Public Entity	
Project Address:	
Assessor's Parcel Number (APN):	
Amount of Funds Requested:	
Number of Units:	
Number of Bedrooms:	
Total Project Cost:	
Total Per Unit Cost:	
Total Per Bedroom Cost:	
Total Subsidy Per Restricted Unit:	
Total County Subsidy Per Restricted Bedroom:	
Percentage of Area Median Income of Restricted Units	Under 50% _____
Estimated Rent Range per unit:	Market Rents (from appraisal):
1 Bedroom	
2 Bedroom	
3 Bedroom	
4 Bedroom	
Other (specify)	
Number of Currently Occupied Units:	
Income Level of Current Households:	
Number of Potential Relocation Households:	
Expected Date of:	
Acquisition:	
Rehabilitation/Construction:	
Occupancy:	

This application and its attachments has been reviewed for completeness using the checklist above.

Authorized Signature: _____ Title: _____ Date: _____

Applicant Experience

Attach pages as necessary to describe the following:

A. Organization

Describe the following for the organization:

1. Mission Statement
2. Past activities/experience
3. Administrative structure

B. Technical Capacity

1. Describe the organization's capability to administer the housing development highlighting any experience working with the target population.
2. Describe the development team's experience in rehabilitation, construction, and/or management and ownership.
3. Attach resumes of key staff members and consultants specifically assigned to this development and describe contractual relationship.

_____ Number of rental housing developments/units completed.

_____ Number of rental housing developments/units currently owned.

_____ Number of rental housing developments/units currently managed.

_____ Number of rental housing developments/units in development phase (funding committed but not ready for occupancy)

C. In accordance with Board Policy B-39a, all recipients must adopt a policy to ensure that every effort is made to provide equal opportunity to Disabled Veterans Business Enterprises (DVBES) and to encourage the participation of minority and women business vendors, contractors, and subcontractors. Attach the adopted Policy.

General Project Information

All acquisition, rehabilitation, and/or new construction projects should include a map, preliminary site plan, photos, and floor plans of housing units.

Provide a detailed description of the existing site and the proposed project. In addition, address the following questions, as appropriate:

- (1) Will the project require the relocation of any households or businesses? If so, describe the circumstances and attach a relocation plan and relocation consultant contract to the application.
- (2) How accessible is the project to public transportation, concentrated areas of job opportunities, convenience shopping, food shopping, public schools, etc.?
- (3) Describe the availability of, and accessibility to, medical care (e.g. - emergency, outpatient, acute, and extended care) and social services that are commonly needed for the type of residents to be served the project.
- (4) How will the project not overly concentrate low-income housing in the community?
- (5) How the project is consistent with the project site zoning and the community's General Plan?
- (6) Describe all Community Planning/Sponsor Group action related to this project.
- (7) List all necessary land use, zoning, and building plan approvals and their status.

Address the following questions, as appropriate:

- (1) How will the project maintain, increase, or improve housing affordability or the provision of services? What service(s) will be provided and how will they be provided?
- (2) Are there other housing developments, facilities, or services that address the same need in the area?
- (3) How will the project promote the coordinated delivery of housing and/or support services?
- (4) If the project will be offering services to non-residents, how will you assure that all areas served have access to the services?
- (5) How will the project empower families and individuals toward greater self-sufficiency?

Include an outline of the project's Crime Free Multifamily Housing Program.

Support Services Partnership

Provide a narrative that describes your approach in collaboration with the Full Service Partner in the provision of services for the targeted population and maintaining designated units occupied with eligible clients. Your narrative must include: **(Attach pages as necessary)**

- A description of how the applicant will work with the Full Service Partner to ensure that eligible MHSA applicants are referred and occupy designated units in a timely manner.
- A description of services to be delivered, including when and how they will be delivered and the frequency of service delivery.
- Plan for helping tenants maintain their housing and achieve independence
- A description of how services will support housing stability
- Strategies for engaging tenants in supportive services and in community life
- Describe the plan for communication between the service provider and property management regarding the status of tenants and any issues that may arise

Indicate the number of units targeted for MHSA funding and the population as outlined on page 7 of this NOFA.

Population Served	Target Population #1	Target Population #2	Target Population #3	Target Population #4
No. of Units				

Note: Total of units listed in categories above may exceed the total number of units in the development.

Financial Feasibility

Attach pages as necessary to explain the following:

Describe other funding sources and their terms, and the status of those commitments to the proposed development. The County must be advised if Applicant will be requesting that the County subordinate financial interests and /or regulatory agreements to other lenders or loans on this project.

Discuss measures to be taken to promote energy efficiency in the proposed development. An Energy Efficiency-Based Utility Allowance (EEBUA) schedule is available to qualified projects. Energy Efficiency-Based Utility Allowance schedule may be downloaded from the County of San Diego's Housing and Community Development website;

http://www.sdcounty.ca.gov/sdhcd/index_library.html

Describe any in-kind contributions to the project. Include the name(s) of the contributors, the items or services that are being contributed and the value of the contribution.

Describe a plan for repayment of the requested amount under this NOFA.

If funding for the proposed project is in part dependent upon the award of the State of California Low Income Housing Tax Credit Program or one of the State of California, Department of Housing and Community Development, housing programs, describe how the project will be implemented in the event State funding is denied. Be specific as to amount, sources, likelihood, and timing of alternative funding, as well as how the project will be scaled down, if necessary.

Collaboration & Site Amenities

Attach pages as necessary to explain the following:

Describe the extent to which the proposed development will involve other community organizations.

Describe any amenities or programs that may be beneficial to the development's residents and MHSA participants.

Innovation

Attach pages as necessary to explain the following:

Describe the extent to which the proposed development involves a new or innovative approach (either physical, financial, or managerial) to meet the housing needs of the targeted population.

CERTIFICATION

The undersigned certifies under penalty of perjury that all statements made in this proposal are true and correct to the best of the undersigned's knowledge.

Authorized Signature [Board Officer]

Typed Name

Title

Date Signed

Return one original and one signed copy of the San Diego County MHSA Funding Application, Attachments and Development Forms to:

**Department of Housing and Community Development
County of San Diego
Attn: Community Development Division
3989 Ruffin Road
San Diego, CA 92123-1890**

ADDITIONAL INFORMATION

Affordability

Attachment F outlines income eligibility levels as well as affordable rent limits. Preference will be given to those projects with the greatest number of units affordable to low-income or extremely low-income households.

- Housing units are "affordable" when housing expenses, including an adjustment for utilities, are no more than thirty percent of adjusted household income.
- "Extremely Low-income" households are defined here as households whose adjusted household income is at or below 30 percent of area median income (AMI).
- "Low-income" households are defined here as households whose adjusted household income is between 31 and 50 percent of area median income (AMI).
- "Median income" is defined and published periodically by the United States Department of Housing and Urban Development (HUD) for the San Diego Standard Metropolitan Statistical Area. Currently, the median household income for a family of four is \$64,900.
- For more information, please see:
http://www.sdcounty.ca.gov/sdhcd/library/income_limits

Articles of Incorporation and By-Laws

Audited Financial Statements

Submitted audited financial statements must be current within the last 12 months, and must include a Financial Statement indicating surplus or deficits in operating accounts, a detailed itemized listing of income and expenses, and the amounts of any fiscal reserves. (Such audit shall be prepared in accordance with the requirements of the County, certified by an independent certified public accountant licensed in California or other accountant acceptable to the County).

In accordance with Office of Management and Budget OMB Circular A-133, any non-federal entity, including States, Local Governments, and Non-Profit Organizations, that expend \$500,000 or more in a year in Federal awards shall have an OMB Circular A-133 single audit conducted for that year. (See <http://www.whitehouse.gov/omb/circulars/a133/a133.html>)

If applicable, provide a copy of the OMB Circular A-133 audit and written notification of the results of the OMB Circular A-133 audit. In addition, in compliance with all Federal requirements provide the County with the corrective action plan for any deficiencies identified in the OMB Circular A-133 audit and the latest status of the corrective action plan.

Board Resolution

An applicant must submit a resolution of its Board of Directors authorizing the submittal of a proposal and identifying who is authorized to execute documents. (Use **Attachment C-1**)

Certifications:

- For CBDOs, a copy of CBDO certification
- For CHDOs, a copy of CHDO certification
- For Nonprofit Organizations-proof of 501(c)(3) status and an up-to-date roster of the applicant's board of directors.

Community Review and Land Use Approvals

Applicants must have all applicable local and land use approvals at the time of NOFA submittal or must present a reasonable plan and timeline detailing how the developer will obtain required approvals for the project. Examples of such approvals include, but are not limited to, general plan amendments, rezoning, and conditional use permits. Local land use approvals not required to be obtained at the time of application include design review, Phase I Environmental study, variances, and development agreements.

Whether or not discretionary permits are necessary, applicants submitting proposals involving new construction, acquisition, or change of use must present the proposal to the appropriate Community Planning/Sponsor Group and request their vote on the project, prior to submittal of the NOFA application. The application must document the Planning/Sponsor Group's response to the presentation and/or vote on the proposal, if one was taken.

Consistency with the FY 2005-2010 County of San Diego Consortium Consolidated Plan

Applicants are required to demonstrate that their project is consistent with the current HUD-approved Consolidated Plan for the County of San Diego, and if applicable, for the jurisdiction where the project is located.

Crime-Free Multifamily Housing Program

Proposals must contain an element designed to provide Crime-Free Multifamily Housing in apartment complexes for the jurisdiction where the project is located. This provision is included in order to ensure a crime free environment for residents. It would provide special services in apartment developments to decrease all types of illegal activities, and would include an educational component for owners and renters, physical inspections to improve lighting and landscaping, and information sharing to establish neighborhood identity. These services are supported by the County Sheriff's Department Crime-Free Multifamily Housing program. Through the Community Oriented Policing and Problem Solving Unit, the Sheriff provides informational sessions on how to cut crime in multifamily neighborhoods. Expenses associated with the Crime-Free Multifamily Housing Program for the proposed project should be covered in the project budget. An outline of the project's Crime Free Housing Program must be submitted with the application. In addition, a full description of the project's crime free program must be included in the Management Plan.

Developer's Disclosure Statement

Use **Attachment E** Applicants must identify the individual(s) authorized to negotiate on behalf of the developer and identify members of the development team. Include the credentials of the development team members.

Evidence of Compliance with Current/Previous Publicly Funded Loans (Use Attachment G)

Evidence of Funding Commitments

Letters of intent from other lenders must include the name, title, and telephone number of the responsible contact person. The County must be advised if Applicant will be requesting that the County subordinate financial interests and /or regulatory agreements to other lenders or loans on this project.

Evidence of Site Control

Applicants must possess control of the proposed development site through fee title, an option to purchase, a disposition and development agreement with a public agency, a land sales contract, leasehold with development provisions, or any other enforceable instrument as approved by the County.

Hazardous Waste Assessment

A housing development proposal (acquisition, rehabilitation, or new construction) must have, at a minimum, an approved Phase I Hazardous Waste Assessment Report. This report is to be submitted with the NOFA application. A hazardous materials (asbestos, lead paint) inspection report may also be required. In addition, testing for asbestos, residual pesticides, mold, and water damage may be required. In certain situations, a Phase II and Phase III Environmental Assessment may be necessary. Time requirements for these reviews vary substantially, depending upon the potential for environmental impact. Please note that additional expenses may be incurred in preparing these required reviews. The NOFA applicant is responsible for these costs. Proposals submitted without the necessary reports must contain a reasonable plan and timeline detailing how the developer will obtain the necessary report (s).

Location map, site plan, floor plan, photos

Member Appraisal Institute (MAI) Appraisal

An Appraisal Report, prepared by an MAI designated member of the Appraisal Institute, is required for all acquisition, rehabilitation and new construction projects.

An appraisal must determine both the “as-is” and “after-rehab” values of the development. Appraisals can take up to six weeks to complete, so do not delay contracting for this requirement. New construction applicants are required to submit a land-only and an “as-built” appraisal, along with third party market studies to assist the County in establishing value.

A review appraisal, in accordance with 49 CFR 24.104 of the Uniform Relocation Act, will be required for an “Involuntary Acquisition.”

Match Requirements

If utilizing any other funding source that requires matching funds, applicants must submit letters verifying the designated match commitment.

Minimum Organization Standards for Nonprofit Developers

Nonprofit applicants for MHSA Funding must provide certification of the following organization standards:

- A minimum of four directors establishes a quorum for conducting organization business;
- The organization conducts quarterly board meetings;
- Quarterly financial statements are reviewed by the board of directors; and,
- The executive director and other paid staff do not serve as voting board members.

Partnership Agreement (if applicable)

Project Location

- Projects may be located in **any city** within the County of San Diego including the unincorporated areas of the County.

Rehabilitation Estimate/Physical Needs Assessment

All MHSA-funded developments involving acquisition must include the repair or replacement of major building systems to extend the service life of the property improvements for a minimum of 15 years. Testing of major building systems may be required. Applicants are encouraged to obtain a Preliminary Cost Estimate prior to making a final offer for purchase of a property.

To avoid delays, applicants must provide a termite report for any acquisition project. In addition, testing for asbestos, residual pesticides, mold, and water damage may be required.

NOTE: Proposals involving buildings constructed prior to 1978 may be adversely affected by strict regulations requiring the remediation/removal of lead-based paint and asbestos-containing building materials, making rehabilitation of older buildings infeasible in some cases.

Relocation Plan

NOFA applications involving relocation of residents shall include an anti-displacement/relocation plan in compliance with relocation laws. Developers are strongly encouraged to contract with a relocation consultant to manage their relocation process. Either the California Relocation Assistance Act or Uniform Relocation Assistance and Real Property Acquisition Policy Act of 1970 (URA) as revised and Section 104(d) of the Housing and Community Development Act of 1974, as amended, may apply. Proposed relocation plans must budget for all tenant relocation and displacement costs, including costs for temporary relocation during construction or rehabilitation. Relocation Plans must also include a current copy of rent rolls, as of the date of submission, detailing family income, household characteristics, and current rent paid by each household in the proposed project.

Replacement Reserve Analysis for Acquisition/Rehabilitation Projects

An adequate 15-year replacement reserve analysis will identify the current condition of all building elements in the development (the roof, plumbing, exterior, interior etc.) and indicate repairs, which require immediate and long-term attention. The analysis should indicate the year built, the expected useful life of the system, the remaining life expectancy and the year requiring replacement. The analysis should indicate the estimated annual expenditures required to maintain the property and provide a funding plan summarizing the annual replacement reserve contribution necessary to meet future expenditure requirements.

Schedule and Analysis of Real Estate Owned (Use Attachment H)

Tax Credit Application with date of submission (if applicable)

Tenant Characteristics Form

If the proposed development is currently occupied, a Tenant Characteristics Form is required to determine the extent of relocation. Use **Attachment I**.

Timeline for Loan Closing and Disbursement of Funds

Time is of the essence to expend committed funds. Upon approval of a County MHSA loan commitment, funds must be expended within a reasonable timeframe. In extraordinary circumstances, requests for time extensions that deviate from the original proposed timeline may be approved if accompanied by appropriate justification. The County, in its sole discretion, may approve or deny such requests.

Recipients will be required to execute a loan agreement, promissory note, deed of trust, regulatory agreement, and other related loan and construction documents. **Expenses incurred prior to execution of the loan documents will not be eligible for reimbursement.** Loan funds will not be disbursed until the loan is closed through escrow and, if the proposal includes relocation of residents or businesses, the developer's relocation consultant has submitted a Relocation Plan and has issued all appropriate Uniform Relocation Act Required Notices and any other informational requirements to all existing tenants. Loan funds will be disbursed for work completed following approval in a form prescribed by the County. Verifiable documentation of expenses must be submitted with all payment requests.

The County of San Diego reserves the right to reallocate funds from one approved project to another or to a new MHSA activity, or to cancel fund reservations at its discretion, if projects are not proceeding satisfactorily (in the sole opinion of County) towards commencement of the proposed activity.

REQUIREMENTS FOR BOARD CONSIDERATION

Once a proposal is reviewed and it has been determined by County staff that the project is both eligible and feasible, the following items are needed prior to Board of Supervisors consideration of the proposal.

“As-Built” Appraisal for New Construction Proposals

In addition to the land-only appraisal required for new construction proposals, an “as-built” appraisal will be required prior to Board consideration of funding.

Certificate of Compliance with the Equal Opportunity Program

It is the policy of the County to encourage equal opportunity in contracts. Toward this end, proposals from disabled veteran-owned businesses, women-owned businesses, firms owned by African-Americans, American Indians, Asian Americans, Filipinos, Latinos, and local firms are strongly encouraged. Prime contractors are encouraged to subcontract or joint venture with these firms. The County endeavors to do business with firms sharing the County's commitment to equal opportunity and will not do business with any firm that discriminates on the basis of race, religion, ancestry, age, gender, disability, medical condition or place of birth. Use

Attachment J

CEQA Documentation (if applicable)

Proposed projects must complete the California Environmental Quality Act (CEQA) environmental review. County staff will assist with preparation of CEQA documentation and a completed review must be submitted no later than the date of Board consideration of the proposal. County staff will keep applicants apprised of the progress of the environmental processing and anticipated date of release-of-funds.

Relocation Noticing

Upon submission of the NOFA application, tenants must receive a written General Information Notice, notifying tenants of their rights under the Uniform Relocation Act, as revised. New rental applicants to the proposed project must also receive a written notification "Notice to Prospective Tenant" informing them of the proposed acquisition/rehabilitation of the property. All notices must be hand delivered or sent via U.S. Certified Mail. Developer must document the manner of delivery and provide proof of receipt. Please contact HCD staff at (858) 694-8741 for more information.

Affirmative Fair Housing Marketing Plan

For housing development projects, the contractor must submit an Affirmative Fair Housing Marketing Plan (AFHMP) for review and approval by the County. The AFHMP shall outline methods of informing potential tenants about fair housing laws and contractor policies. An AFHMP must also contain a description of what the contractor will do to affirmatively market assisted units. In addition, an AFHMP must contain a description of what the contractor will do to inform persons not likely to apply for housing without special outreach. To request a model AFHMP contact Tom D'Lugo by e-mail at Tom.D'Lugo@sdcounty.ca.gov or at (858) 694-8741.

Copies of Senior Loan Documents

Environmental Review (if applicable)

From the time the application has been submitted, the contractor must not commit funds or take any choice limiting actions (including, but not limited to, contracts for, excavation, filling, construction, rehabilitation, or other physical activities) until completion of the environmental processing and HUD's formal Release-of-Funds, regardless of whether the work would be accomplished with federal funds or other matching funds. Failure to comply will jeopardize the availability of HUD funds for the project. An environmental review must be completed before the County will execute a contract. County staff conducts this review using information provided in the application.

General Liability Insurance

Funding recipients will be required to obtain comprehensive general liability insurance with the County of San Diego named as an additional insured for the affordability period. Also required is property insurance in an amount equal to 100 percent of the replacement cost of the structure, with a lender's loss payable endorsement in favor of the County of San Diego. The general contractor for the project must obtain comprehensive general liability insurance with the County of San Diego named as an additional insured. There may be additional insurance requirements, at the discretion of the County Risk Manager, depending on the complexity and scope of the proposed project. (See **Attachment M** for standard County Insurance requirements).

Lender's Insurance Policy

A California Land Title Association (CLTA) or an American Land Title Association (ALTA) policy insuring the County of San Diego is required.

Management Plan

The applicant will be required to submit a Management Plan for review and approval by the County. The applicant's attention is called to the County's requirement for a crime-free element in the Management Plan (as described on page 10). Also required is a copy of the sample lease agreement and any addenda. (Use the Checklist in **Attachment N**)

Payment and Performance Bond

Prior to execution of the loan documents for construction or major rehabilitation, funding recipients will be required to file with the County two surety bonds: a payment bond in an amount equal to one hundred percent (100%) of the Construction Contract cost, as determined from the prices in the bid form; and, a performance bond in an amount equal to one hundred percent (100%) of the Construction Contract cost, as determined from the prices in the bid form.

Preliminary Title Report

Must be dated no later than 6 months prior to the submittal of the application.

Responsive proposals must address the following issues (if applicable) to the project: Acceptable Developer Fee

- Accessibility
- Affirmative Fair Housing Marketing Plan
- Affordability
- Audited Financial Statements and Single Audit, as applicable
- Crime-Free Multifamily Housing
- Community Review and Land Use Approvals
- Competitive Bidding Requirements
- Energy Efficiency

Proposals that incorporate Energy Efficient and/or On-site Energy Generation components are highly encouraged. Proposals involving construction of new housing are expected to contain descriptions of specific measures that will be taken to make the units energy

efficient. Examples of energy efficient measures include, but are not limited to, solar photovoltaic panels; dual glazed low-e windows; water efficient appliances; Energy Star rated appliances; durable building products, solar assisted water system; or water efficient landscape irrigation. Rehabilitation projects should also propose to increase energy efficiency or energy savings in the housing project by at least 20%. An Energy Efficiency-Based Utility Allowance (EEBUA) schedule is available to qualified projects. Contact HCD staff for more information.

- Environmental Review and Hazardous Waste Assessment
- Equal Opportunity
- Lead-Based Paint Compliance
- Appraisal & Review appraisal
- Management Plan
- Match Requirements for any funding sources requiring match
- Minimum Organization Standards for Nonprofit Developers
- The use of Federal funds and State funds in projects may initiate additional requirements such as compliance with the Davis Bacon Act, Federal Labor Wage rates or State Prevailing Wages to construction workers and other contracting requirements.
- Priorities and Underwriting Criteria
 - Maximum Loan-to-Completion-Value Ratio: 95%
 - Minimum Property Debt Coverage Ratio: 1.05
 - Purchase Price of Proposed Development Site Not to Exceed Appraised Value
- Rehabilitation Estimate

Proposals involving rehabilitation or acquisition/rehabilitation must contain specific information on the physical condition of the structure(s), as well as the estimated cost for the rehabilitation work, and may require testing of major building systems.

- Relocation Requirements

Subject to the Uniform Relocation Assistance and Real Property Acquisition Policy Act of 1970 (URA) as revised and Section 104(d) of the Housing and Community Development Act of 1974, as amended.

- Prevailing Wage Requirements

Projects utilizing funding from the County of San Diego in general are subject to both Federal and State prevailing wage requirements for construction labor. When creating the development budget for MHSA funding, the developer must estimate prevailing wages for construction labor. Current wage decisions are available on the Internet. Federal wages are available at www.dol.gov and state wages are at www.dir.ca.gov/dlsr/pwd. The higher of the two rates must be applied when comparing the federal and state wage decisions.

- Replacement Reserve Analysis
- For projects utilizing Federal funds, Section 3 Requirements may apply (see <http://www.hud.gov/offices/fheo/progdesc/emp-lowr.cfm>)
- Site Control
- Timeline for Loan Closing and Disbursement of Funds

COUNTY MENTAL HEALTH SERVICES

PRELIMINARY SERVICE COMMITMENT VERIFICATION

Developer Name: _____

Designated FSP: _____

Target Population: _____

Proposed Project Location: _____

Consistency with the Mental Health Services Act (MHSA) Housing Development Plan Housing Development Guidelines

Yes or No

If no, please indicate proposed review date by Mental Health Services Housing Council:

Commitment to Provide Supportive Services

The County of San Diego Department of Mental Health Services commits to provide supportive services specific to this project contingent on funding availability through its Full Service Partnership contract.

I hereby certify that I am the official responsible for the administration of the MHSA funding for the County of San Diego and authorized to commit services in relation to MHSA funding.

Signature _____
San Diego County Mental Health Services

Title: _____

Date: _____

DRAFT 2008 Updated Housing Project Development Guidelines

For shared and rental housing projects developed using MHSA housing funds, the following guidelines shall apply.

1. SDMHS intends to provide housing that is affordable to the client population served. FSP clients will pay no less than 30% of their income for housing (and no more than 50% of their income).¹
2. FSP clients will live in housing where they have their own bedrooms.
3. Shared housing may be eligible for funding under the condition that clients have their own lockable bedrooms. All shared housing projects will require the review process outlined in 8 below. Shared housing for transition-age youth (TAY) clients is not recommended.²
4. While buildings may be of any size, SDMHS must ensure that a variety of projects are developed, that efforts are made to minimize concentration of clients, and that at least some projects funded are mixed population/ mixed-income tenancy and some projects are small in size (25 units or less.) Projects proposed with more than 25 MHSA-dedicated units shall be evaluated under the process outlined in 8 below.
5. MHSA-supported housing developments must be located near transportation. In addition, projects should have access to health services, groceries and other amenities such as public parks and/libraries.³
6. Studio apartments dedicated to individual FSP clients should be designed for unit livability, meaning the space in the unit can accommodate the potential number of occupants and the basic pieces of common furniture necessary for daily activities. Units must at minimum include a bathroom and food preparation area. Studio units less than 350 square feet will be evaluated under the process outlined in 8 below. Rental Single Room Occupancy (SRO) units with shared bathrooms are not desirable and should not be funded.
7. MHSA-supported housing developments should include community space, which may include the following: common meeting spaces, communal kitchens, computer room, and gardens. Dedicated space for services delivery is desirable, particularly in projects with higher numbers of MHSA units, but not required.

¹CSS planning guidelines from the State Department of Mental Health require housing affordability for MHSA clients living in MHSA supportive housing, meaning that each tenant pays no more than 30% to 50% of household income towards rent.

²The recommendation that shared housing is not a preferred housing model for transition-age youth came out of the focus group with youth and discussions with youth providers. The feedback gathered indicated that the youth prioritized under MHSA CS&S Plan often had negative experiences in congregate living situations and that shared housing is not the preferred housing option for a client-centered recovery based program.

³ At minimum, public transit that comes with reasonable frequency must be accessible within 0.5 mile. It is preferred that, where possible, other services be walkable within 0.5 mile (e.g. not including physical barriers that prevent access by foot or public transit).

8. For any proposed housing project, if guidelines 1 through 7 are not met, the Project Exception Committee of SDMHS staff, CSH, MHS Housing Council members, clients and family members will review the proposed project's design and provide input to the developer and County Mental Health before the project is considered for approval. This committee will review the proposed projects in an expedited process to prevent any delays in funding applications.
9. MHSA Housing projects must involve client representatives and family members in the design and planning process. SDMHS will organize client representatives and family members in a timely manner to provide feedback.⁴
10. MHSA funded units should be retained as dedicated for mental health clients for the maximum time possible, based on other funding requirements and continued need and availability of services. Affordability requirements should be as long as permissible, with a target goal of 55 years if financially feasible.

⁴ Feedback from mental health clients highlight such features as sound transfer between units, adequate community space, access to the outdoors, and natural light within units.

PROJECT TIMELINE

Project Title:_____ Applicant:_____

<u>Item</u>	<u>Projected Date of Completion</u>
SITE	
Environmental Review Completed	_____
Site Acquired	_____
LOCAL PERMITS	
Conditional Use Permit	_____
Variance	_____
Site Plan Review	_____
Grading Permit	_____
Building Permit	_____
CONSTRUCTION FINANCING	
Loan Application	_____
Enforceable Commitment	_____
Closing and Disbursement	_____
PERMANENT FINANCING	
Loan Application	_____
Enforceable Commitment	_____
Closing and Disbursement	_____
OTHER LOANS AND GRANTS	
Type and Source:_____	_____
Application	_____
Closing or Award	_____
Funds Available	_____
OTHER LOANS AND GRANTS	
Type and Source_____	_____
Application	_____
Closing or Award	_____
Funds Available	_____
OTHER LOANS AND GRANTS	
Type and Source_____	_____
Application	_____
Closing or Award	_____
Funds Available	_____

OTHER LOANS AND GRANTS

Type and Source _____
Application _____
Closing or Award _____
Funds Available _____

OTHER LOANS AND GRANTS

Type and Source: _____
Application _____
Closing or Award _____
Funds Available _____

OTHER LOANS AND GRANTS

Type and Source: _____
Application _____
Closing or Award _____
Funds Available _____

10% OF COSTS INCURRED

Construction Start _____
Construction Completion _____
Placed In Service (if applicable) _____

Occupancy of All Low-Income Units

SAMPLE BOARD RESOLUTION

[Letterhead of Applicant]

RESOLUTION OF BOARD OF DIRECTORS**OF**

 WHEREAS, this entity has a minimum of four directors who constitute a quorum for conducting organization business; the organization conducts quarterly board meetings; quarterly financial statements are reviewed by the board; and, the executive director and other paid staff do not serve as voting board members;

WHEREAS, ____ is a _____ [Status of Corporation, i.e. A Nonprofit Public Benefit Corporation, qualified pursuant to the provisions of Internal Revenue Code Section 501 (c) (3), etc.];

WHEREAS, recognizes that the community at large, and especially low-income residents have many diverse needs for social, housing, education and other services;

WHEREAS, _____, is committed to effectively serving the communities referenced in the prior recital; and

NOW THEREFORE BE IT RESOLVED as follows:

1. That _____ is committed to providing safe, decent and affordable housing for persons of very low, low and moderate-income levels;
2. That on or about _____ 200____, the Board of Directors voted to authorize the _____ [title of person authorized], or his designee, to apply for and accept assistance of the Project located at _____ [address], for the purpose of obtaining financing and or a grant to provide for the _____ [purpose, i.e. acquisition, rehabilitation, refinancing, tenant relocation, construction, etc.] of the Project, in an amount not to exceed _____ (\$_____) from the County of San Diego, Department of Housing and Community Development.
3. That the Board of Directors further voted to authorize the _____ [title of person], or his designee, to execute any and all documents required by the County of San Diego, Department of Housing and Community Development, including, without limitation, the Promissory Note, the Deed of Trust, the Regulatory Agreement, the Security Agreement, the Development Agreement, the UCC Financing Statement, the Standard Agreement, Escrow Instructions, Disclosure Statements, and any and all other documents requested by the County of San Diego, Department of Housing and Community Development, to document and secure its loan and or grant.
4. That the Board of Directors further authorized the _____ [title of person], or his designee, to perform all acts and to do all things necessary, in the opinion of the County of San Diego,

Department of Housing and Community Development to implement the funding and making of the Loan and/or Grant

I, the undersigned, certify that this Resolution was adopted at regularly or specially noticed meeting of the Board of Directors on _____, 200____, at which a quorum of the Board of Directors was present, and at which the requisite percentage of the quorum voted to adopt the Resolution and that the Resolution has not been rescinded, modified or canceled as of the date of my execution of the same and that it remains in full force and effect as of this date. I further understand that the County of San Diego, Department of Housing and Community Development is relying on the validity of this Resolution in taking the actions to process and approve the application.

I declare under penalty of perjury, under the laws of the State of California that the foregoing is true and correct.

Executed this _____ day of _____, 200____, at San Diego, California.

By: _____

Title: _____

**COUNTY OF SAN DIEGO MENTAL HEALTH SERVICES ACT
HOUSING PROGRAM TERM SHEET**

Program Description	The Mental Health Services Act Housing Program (MHSA) offers permanent financing and capitalized operating subsidies for the development of permanent supportive housing, including both rental housing and shared housing, to serve persons with serious mental illness who are homeless, or at-risk of homelessness (as defined by the MHSA Housing Program), and who otherwise meet the MHSA target population description.
Permanent Loans	<ul style="list-style-type: none"> • This NOFA may fund up to one third of the costs of Rental Housing Development up to a maximum of \$100,000 per targeted unit (apartment). • This NOFA will fund all of the costs of a Shared Housing Development up to \$100,000 per targeted unit (bedroom), provided that each bedroom is restricted for rental to a tenant who meets the target population definition. Developers will not need to supplement MHSA Housing Program funds with other capital sources in Shared Housing Developments unless the costs exceed \$100,000. • Interest and principal payments will be made from net cash flow (residual receipts). The payment of unpaid interest and principal will be due and payable upon completion of the loan term. • Permanent loan proceeds will be available at construction loan closing or permanent loan closing, at the election of the borrower. • Permanent loan proceeds will be made available for all costs associated with the acquisition and development of the property, including reimbursing the developer for predevelopment costs and acquisition costs. Permanent loans will be secured against the property and the improvements. • Permanent loan limits will be based on the number of units restricted to the target population and not on the total number of units in the proposed development. • Loan funds may trigger prevailing wage requirements. Applicants are advised to consult their attorney on this issue.
Rates and Terms	<ul style="list-style-type: none"> • Interest and principal payments will be made from net cash flow (residual receipts). • The interest rate on Rental Housing Developments will be fixed at 3% simple interest but may differ if tax credits are involved. When tax credits are involved, interest rates may be set lower than 3%, provided the applicant demonstrates that an interest rate reduction is necessary for tax related reasons. • Interest rates on Shared Housing Developments will be fixed at 3% simple interest. • The loan term for both Rental and Shared Housing developments will be for 20 years or longer if required by other funding sources or if tax credits are involved. Upon developer request, the loan term may be extended to 55 years. The Regulatory Agreement shall match the longer loan term. • Accrued interest and principal will not be forgivable at the maturity for

	<p>developments that received an allocation of low income housing tax credits.</p> <ul style="list-style-type: none"> • Accrued interest, but not principal may be forgiven at maturity for Shared Housing Developments and Rental Housing Developments that haven't received an allocation of low income housing tax credits if 1) the property was used in accordance with the MHSA guidelines throughout the loan term; 2) the loan term is extended for the term of the extended loan; 3) the Regulatory Agreement is extended for the extended term; 4) adequate provisions are made for the continued use of the targeted units for the targeted population. Alternately, interest may be forgiven if the property is sold at maturity and the sale proceeds are invested in a property that has a like use and is encumbered by a MHSA Regulatory Agreement and the new note of trust is in the amount of the original MHSA permanent loan. • Accrued Interest will not be forgiven at maturity if the property is converted to a different use or if the property is sold and the proceeds are not used for a like use. • Capitalized operating subsidies may be either a grant or a deferred loan at the election of the borrower.
Approved Housing Types	Both Rental Housing Developments and Shared Housing Developments are permitted as defined below.
Shared Housing Developments	<ul style="list-style-type: none"> • A Shared Housing Development is a residential building that contains one or more traditional residential units. All bedrooms in Shared Housing shall be targeted to a member of the MHSA target population. • All units shall be shared by two or more unrelated adults, each of who is a participant in the program. • To qualify, a Shared Housing Development must provide a lease and a separate lockable bedroom for each MHSA tenant. • Each Shared Housing unit must also contain a kitchen and full bathroom; units with three or more bedrooms must contain a full bathroom and a half bathroom; units with five or more bedrooms must contain two full bathrooms. • A Shared Housing Development may consist of a 2 – 4 unit apartment building, provided that all units in the building are targeted for use as Shared Housing. Larger apartment buildings may be permitted on an exception basis. • Single-family homes and condominiums may also qualify as a Shared Housing Development provided that they have a minimum of two bedrooms. • One bedroom or studio units in duplexes, triplexes or four-plexes may qualify as Shared Housing units provided that all two bedroom and larger units in the building are Shared Housing units. For example, a 4 unit building with 2 two bedroom units, and 2 one bedroom units will qualify as a Shared Housing Development provided that all 6 bedrooms are lockable and intended for use by MHSA qualified tenants. • Shared Housing Developments cannot be located in Rental Housing Developments. • One apartment/bedroom may be made available for a manager's

	apartment/bedroom at the borrower's option even if Shared Housing Development is not required by California law to have a manager's unit.
Rental Housing Developments	<ul style="list-style-type: none"> • A Rental Housing Development is an apartment building or buildings with no less than five residential units. • Each MHSA Housing Program targeted unit must have a lease signed by all adult members of the household. The lease must contain language that a qualifying member of the MHSA target population must occupy the targeted unit. • Each residential housing unit funded by MHSA funds must be targeted to a qualifying member of the target population. • If there are other household members occupying the unit who are not members of the MHSA target population, and the target population member no longer resides in the unit for whatever reason, the other household members may continue to occupy the unit if the development is a mixed population development and the developer is able to supply a newly vacant non targeted unit in the same development to a MHSA eligible person. If the development is a single population development or no non-target vacant units are available, the other household members may continue to occupy the unit for a grace period of 90 days. If the project receives capitalized operating subsidies the subsidies may continue through the end of the grace period. During the grace period, the housing provider must work with the remaining members of the family to find alternate housing accommodations. If the remaining household members do not vacate the unit the housing provider shall begin eviction proceedings according to state law. • Rental Housing Developments may include both general occupancy buildings and special occupancy buildings. Special occupancy buildings include both senior housing and housing for transition age youth. For the purposes of such buildings, a transition age youth is an individual who at initially occupancy meets the definition of "homeless youth" as defined by California Statute. • All units shall include at minimum a sleeping area, a kitchen area and a bathroom. The kitchen area shall at minimum consist of a sink, refrigerator, counter area, microwave or oven, and a two burner stove or built in cook top. • All Rental Housing Developments will be required to have adequate space for supportive services staff and service programs. Exceptions may be made for existing buildings where this requirement is not feasible. In buildings with 5 – 100 units, at least 10% of the units, but no fewer than 5 units per development shall be set-aside for members of the target population. In buildings with more than 100 units, at least 10 units shall be set-aside for the target population. • One unit may be made available at the borrower's option. Additional managers' units may be made available consistent with California law. • Rental Housing Developments smaller than five units may be considered on an exception basis.

<p>Qualified Developers and Borrowers</p>	<p>Qualified developers include:</p> <ol style="list-style-type: none"> 1. Developers with a track record of successful housing development and a history of serving the target population. 1. Developers with a track record of successful housing development but with no history of serving the target population, but with a complete contract/Memorandum of Understanding with a qualified FSP and property manager, and the assistance of qualified consultants with a history of successfully working with developers to house the target population. 2. A qualified supportive services provider with a joint venture developer partner with a history of successful development who has entered into a complete Memorandum of Understanding with a qualified property manager, and has assistance of qualified consultants who have a history of successfully working with similar joint venture partners to house the target population 3. A qualified supportive services provider with a qualified development team that has a history of successful development and that has entered into a Memorandum of Understanding with a qualified property manager. <p>The developer and its affiliate organizations will be evaluated both for their ability to successfully develop and manage the real estate component of the development, and for their ability to partner with a FSP to deliver high quality services to the target population.</p>
<p>Funding Levels</p>	<ul style="list-style-type: none"> • The MHSA will fund one third of the costs of the Housing Program targeted units in a Rental Housing Development up to a maximum of \$100,000 per targeted unit. • No MHSA funding will be provided for non-targeted units in Rental Housing Developments and the developers must provide 100% of the capital costs of the non-targeted units from other sources. • 100% of the capital costs of Shared Housing Developments up to \$100,000 per bedroom will be provided by this program, provided that each bedroom is targeted for rent to a tenant who meets the target population definition and is receiving services from a FSP. • Capital costs above the MHSA funding limits for Rental Housing Developments and Shared Housing Developments may be obtained from grants, tax credits, other deferred, forgivable or residual receipts loans from governmental and private loan sources. • Developers are advised to consult their attorneys regarding potential legal conflicts between different housing funding sources.
<p>Subordinate Financing</p>	<ul style="list-style-type: none"> • Subordinate loans or grants are encouraged from local government and third parties to achieve project feasibility. • The MHSA Regulatory Agreement and loan documents will be subordinate to construction loan documents, fully amortizing permanent loans. Subordination to HUD documents will be

	<p>considered on a case-by-case basis.</p> <ul style="list-style-type: none"> • The MHSA Regulatory Agreement and Permanent loans may be subordinate to other residual receipts/deferred permanent loans from Federal and local sources, provided that those loans are twice the amount of the MHSA permanent loan or larger. • The MHSA Regulatory Agreement and Permanent loans may be subordinate upon CalHFA approval, to other residual receipts/deferred permanent loans from Federal and local sources, provided that those loans are twice the amount of the MHSA permanent loan or larger. • The State HCD/MHP housing program permanent loans and regulatory agreements will be subordinated to the MHSA permanent loans and regulatory agreement, provided that there is in place a “risk sharing provision” regarding disposition of the assets upon foreclosure, acceptable to both agencies. • All other loan documents, loans, leases, recorded use agreements, and recorded grant agreements must be subordinate to the MHSA Permanent Loan Documents and Regulatory Agreements.
Rent and Occupancy Requirements	<ul style="list-style-type: none"> • All MHSA units must be targeted for occupancy by MHSA Housing Program target population households. • All MHSA units (bedrooms) in Shared Housing Developments must be targeted to household earning 50% or less of AMI (as adjusted by household size). • All MHSA targeted units in Rental Housing Developments must be targeted to households earning 50% or less of the AMI (as adjusted by household size). • Rents must be restricted to 30% of 50% of the area median income (as adjusted by household size). Rents in MHSA targeted bedrooms in Shared Housing Developments must be restricted to 30% of 50% of the AMI as adjusted by household size. Applicants are encouraged to restrict rents for MHSA units to 30% of 30% or less of area median income as (adjusted by household size). • For units with MHSA capitalized operating subsidies, the tenant portion of the rent must be set no lower than 30% of the current SSI grant amount for a single individual living independently, for a studio unit/one bedroom unit or 30% of total household income, whichever is higher.
Reserve Requirements	<ul style="list-style-type: none"> • A minimum of three months of the first year’s operating costs must be capitalized as an operating reserve. This reserve will be held for the term of the MHSA Program loan. • A minimum of 10% of the first year’s operating costs must be reserved as a rent-up reserve. • A minimum replacement reserve deposit of \$1,000/unit must be capitalized on acquisition rehabilitation projects. This may be limited to MHSA Housing Program units. • Minimum annual replacement reserve deposits of \$500/unit/year shall be required.

**Capitalized
Operating
Subsidies**

- Only the operating costs of MHSA targeted units will be considered for capitalized operating subsidies. Capitalized operating subsidies requests will be reconciled with actual operating costs. Non-targeted units' costs including supportive services costs are not eligible.
- Priority will be given to applicants who are applying to the California Department of Mental Health (DMH) and the California Housing Finance Agency's (CalHFA) MHSA Notice of Funding Availability. The County will make available capitalized operating subsidies for the initial 24 months of operations for the MHSA targeted units only.
- Equally weighted priority will be given to applicants for projects that are not applying under the CalHFA MHSA NOFA but are applying for capital funds under the County of San Diego's MHSA NOFA.
- Capitalized operating subsidies start and will be disbursed at the point the development receives its Certificate of Occupancy for new construction projects, or at recorded notice of completion for acquisition-rehabilitation projects.
- The first advance will be for one year and reconciled annually.
- Capitalized operating subsidies shall be sized to allow operating subsidies for 24 months. In no case shall the subsidy extend beyond 24 months and shall not exceed a cap of \$12,000 per unit for the initial 24 month period.
- Capitalized operating reserves will not be the property of the development. Capitalized operating subsidy reserves not needed by the development, as determined by the County of San Diego will be recaptured for other MHSA Housing Program purposes.
- A development's capitalized operating subsidy reserve will be sized based on a review of the difference between the tenant portion of the rent and operating budget, a 2.5% annual income escalator and a 3.5% annual cost escalator.
- The capitalized operating subsidy payments will be reconciled with actual operating costs annually.
- Capitalized operating subsidies will be reduced or terminated for developments that do not rent their targeted units to members of the MHSA Housing Program target population.
- Capitalized operating subsidies will be reduced or temporarily stopped for MHSA Housing Program targeted units when the resident has a Housing Choice Voucher (HCV) or S+C TRA Voucher, absent mitigating circumstances.
- Capitalized operating subsidies shall only be claimed while a member of the MHSA target population resides in the unit. In cases where the participant moves out of the unit the following shall apply:
 1. Capitalized operating subsidies will continue if the MHSA Housing Program target population member is in the hospital, an acute or long-term care facility, or other institutional setting for up to three months.
 2. Capitalized operating subsidies will continue through the end of a 60 day period following the date the MHSA Housing Program target population member vacates the

	<p>unit; and</p> <ul style="list-style-type: none"> • If family members, who are not members of the MHSA Housing Program target population, continue to reside in the unit after the MHSA Housing Program target population member is no longer in residence, they must be given timely legal notice that the rent for the unit will increase to the lease rate, or alternately, the market rent or the highest restricted rental rate beginning 90 days after the MHSA Housing Program target population member has moved out. • Capitalized operating subsidies will not be made available to projects that do not apply to the to the State of California for capital funds and 18 years capitalized operating subsidies. • Capitalized operating subsidy awards will be conditioned upon a demonstration that the developer has applied in good faith to the State of California and demonstrates that other available rental housing subsidies will be available for the remainder of the term not covered by County of San Diego capitalized operating subsidies (18 years). • Annual replacement reserved deposits, and a 3% operating reserve may be paid from the capitalized operating subsidies.
Outcomes Reporting	<ul style="list-style-type: none"> • Borrowers must comply with all State Reporting Requirements. • Developers will be required to work with FSP to provide data on tenant access to housing subsidies and benefits including but not limited to the number of tenants who: are on the Section 8 waiting list, are enrolled in Section 8 Voucher Program, Receiving SSI/SSP, and have an application in process for but are not yet receiving SSI/SSP.
Questions	<p>The County's Department of Housing and Community Development is issuing this Notice of Funding Availability under an interdepartmental Memorandum of Understanding with the County's Mental Health Department of the Health and Human Services Agency in accordance with MHSA regulations that are currently being promulgated. Questions regarding this Notice of Funding Availability may be directed to: Dolores Diaz, Housing Program Analyst, Phone (858) 694-4804: Fax (858) 514-6561: Email: dolores.diaz@sdcounty.ca.gov</p>

***DEVELOPERS SEEKING LOAN
(Referred to as "CONTRACTOR" herein)
STATEMENT FOR PUBLIC DISCLOSURE***

1. Name of CONTRACTOR:
2. Address and Zip Code:
3. Telephone:
4. Name of Principal Contact for CONTRACTOR:
5. Federal Identification Number or Social Security Number of CONTRACTOR:
6. If the CONTRACTOR is not an individual doing business under his own name, the CONTRACTOR has the status indicated below and is organized or operating under the laws of California as:

_____ A corporation (Attach Articles of Incorporation)

_____ A nonprofit or charitable institution or corporation. (Attach copy of Articles of Incorporation, Bylaws, and documentary evidence verifying current valid nonprofit or charitable status.)

_____ A partnership known as: _____

(Name)

 Check one
☐ General Partnership (Attach statement of General Partnership)
☐ Limited Partnership (Attach Certificate of Limited Partnership)

_____ A business association or a joint venture known as:
 _____ (Attach joint venture or business association agreement)

_____ A Federal, State or local government or instrumentality thereof.

_____ Other (explain)
7. If the CONTRACTOR is not an individual or a government agency or instrumentality, give date of organization:

8. Provide names, addresses, telephone numbers, title of position (if any) and nature and extent of the interest of the current officers, principal members, shareholders, and investors of the CONTRACTOR, other than a government agency or instrumentality, as set forth below:
- A. If the CONTRACTOR is a corporation, the officers, directors or trustees, and each stockholder owning more than 10% of any class of stock.
 - B. If the CONTRACTOR is a nonprofit or charitable institution or corporation, the members who constitute the board of trustees or board of directors or similar governing body.
 - C. If the CONTRACTOR is a partnership, each partner, whether a general or limited, and either the percent of interest or a description of the character and extent of interest.
 - D. If the CONTRACTOR is a business association or a joint venture, each participant and either the percent of interest or a description of the character and extent of interest.
 - E. If the CONTRACTOR is some other entity, the officers, the members of the governing body, and each person having an interest of more than 10%.

Name, Address and <u>Zip Code</u>	Position Title (if any) and percent of interest or description <u>of character and extent of interest</u>
--------------------------------------	---

(Attach extra sheet if necessary)

9. Has the makeup as set forth in Item 8(a) through 8(e) changed within the last twelve (12) months. If yes, please explain in detail.
10. Is it anticipated that the makeup as set forth in Item 8(a) through 8(e) will change within the next twelve (12) months? If yes, please explain in detail.
11. Provide name, address, telephone number, and nature and extent of interest of each person or entity (not named in response to Item 8) who has a beneficial interest in any of the shareholders or investors named in response to Item 8 which gives such person or entity more than a computed 10% interest in the CONTRACTOR (for example, more than 20% of the stock in a corporation which holds 50% of the stock of the CONTRACTOR or more than 50% of the stock in the corporation which holds 20% of the stock of the CONTRACTOR):

Name, Address and <u>Zip Code</u>	Position Title (if any) and <u>extent of interest</u>
--------------------------------------	--

12. Names, addresses and telephone numbers (if not given above) of officers and directors or trustees of any corporation or firm listed under Item 8 or Item 11 above:

13. If funds for the development/project are to be obtained from sources other than the CONTRACTOR's own funds, provide a statement of the CONTRACTOR's plan for financing the development/project:

14. Provide sources and amount of cash available to CONTRACTOR to meet equity requirements of the proposed undertaking:

A. In banks/savings and loans:

Name, Address & Zip Code of Bank/Savings & Loan:

Amount: \$

B. By loans from affiliated or associated corporations or firms:

Name, Address & Zip Code of Bank/Savings & Loan:

Amount: \$

C. By sale of readily salable assets/including marketable securities:

<u>Description</u>	<u>Market Value</u>	<u>Mortgages or Liens</u>
	\$	\$

ATTACHMENT F

HUD REGIONAL MEDIAN INCOME AND AFFORDABLE RENT SCHEDULE FOR THE COUNTY OF SAN DIEGO - CALENDAR YEAR 2008

(Effective February 13, 2008)

% of Median Income	Size of Family	Maximum Annual Income	Maximum Monthly Income	Maximum Affordable Rent (30% RMI)	If Applicable: (Size of the unit)
30%	1	\$16,600	\$1,383	\$415	(studio)
	2	\$18,950	\$1,579	\$474	(1 br)
	3	\$21,350	\$1,779	\$534	
	4	\$23,700	\$1,975	\$593	(2 br)
	5	\$25,600	\$2,133	\$640	
	6	\$27,500	\$2,292	\$688	(3 br)
	7	\$29,400	\$2,450	\$735	
	8	\$31,300	\$2,608	\$783	(4 br)
35%	1	\$19,350	\$1,613	\$484	(studio)
	2	\$22,100	\$1,842	\$553	(1 br)
	3	\$24,900	\$2,075	\$623	
	4	\$27,650	\$2,304	\$691	(2 br)
	5	\$29,850	\$2,488	\$746	
	6	\$32,050	\$2,671	\$801	(3 br)
	7	\$34,300	\$2,858	\$858	
	8	\$36,500	\$3,042	\$913	(4 br)
50%	1	\$27,650	\$2,304	\$691	(studio)
	2	\$31,600	\$2,633	\$790	(1 br)
	3	\$35,550	\$2,963	\$889	
	4	\$39,500	\$3,292	\$988	(2 br)
	5	\$42,650	\$3,554	\$1,066	
	6	\$45,800	\$3,817	\$1,145	(3 br)
	7	\$49,000	\$4,083	\$1,225	
	8	\$52,150	\$4,346	\$1,304	(4 br)
60%	1	\$33,200	\$2,767	\$830	(studio)
	2	\$37,900	\$3,158	\$948	(1 br)
	3	\$42,650	\$3,554	\$1,066	
	4	\$47,400	\$3,950	\$1,185	(2 br)
	5	\$51,200	\$4,267	\$1,280	
	6	\$55,000	\$4,583	\$1,375	(3 br)
	7	\$58,800	\$4,900	\$1,470	
	8	\$62,550	\$5,213	\$1,564	(4 br)

% of Median Income	Size of Family	Maximum Annual Income	Maximum Monthly Income	Maximum Affordable Rent (30% RMI)	If Applicable: (Size of the unit)
65%	1	\$35,950	\$2,996	\$899	(studio)
	2	\$41,100	\$3,425	\$1,028	(1 br)
	3	\$46,200	\$3,850	\$1,155	
	4	\$51,350	\$4,279	\$1,284	(2 br)
	5	\$55,450	\$4,621	\$1,386	
	6	\$59,550	\$4,963	\$1,489	(3 br)
	7	\$63,650	\$5,304	\$1,591	
	8	\$67,800	\$5,650	\$1,695	(4 br)
80%	1	\$44,250	\$3,688	\$1,106	(studio)
	2	\$50,550	\$4,213	\$1,264	(1 br)
	3	\$56,900	\$4,742	\$1,423	
	4	\$63,200	\$5,267	\$1,580	(2 br)
	5	\$68,250	\$5,688	\$1,706	
	6	\$73,300	\$6,108	\$1,833	(3 br)
	7	\$78,350	\$6,529	\$1,959	
	8	\$83,400	\$6,950	\$2,085	(4 br)
100%	1	\$50,450	\$4,204	\$1,261	(studio)
	2	\$57,700	\$4,808	\$1,443	(1 br)
	3	\$64,900	\$5,408	\$1,623	
	4	\$72,100	\$6,008	\$1,803	(2 br)
	5	\$77,850	\$6,488	\$1,946	
	6	\$83,650	\$6,971	\$2,091	(3 br)
	7	\$89,400	\$7,450	\$2,235	
	8	\$95,150	\$7,929	\$2,379	(4 br)
115%	1	\$58,050	\$4,838	\$1,451	(studio)
	2	\$66,350	\$5,529	\$1,659	(1 br)
	3	\$74,600	\$6,217	\$1,865	
	4	\$82,900	\$6,908	\$2,073	(2 br)
	5	\$89,550	\$7,463	\$2,239	
	6	\$96,200	\$8,017	\$2,405	(3 br)
	7	\$102,800	\$8,567	\$2,570	
	8	\$109,450	\$9,121	\$2,736	(4 br)

Note: Income levels 80% and below are adjusted by a HUD high cost area allowance.

ATTACHMENT F-1

Allowances for
Tenant-Furnished Utilities
and Other Services

U.S. Department of Housing
and Urban Development
Office of Public and Indian Housing

OMB Approval No. 2577-0169
(exp. 9/30/2010)
HUD-52667 (12/97)
ref. Handbook 7420.8

Department of Housing and Community Development 3989 Ruffin Rd., San Diego CA 92123-1890 Serving as the Housing Authority of the County of San Diego			Unit Type			Date (mm/dd/yyyy)			
			0 BR	1 BR	2 BR	3 BR	4 BR	5 BR	6 BR
Payment Standards (12/1/2006)			957	1092	1325	1932	2329	2678	3028
Fair Market Rent (10/1/2007)			978	1117	1355	1976	2382	2739	3096
Utility Or Service (7/1/2008)			Monthly Dollar Allowances						
			0 BR	1 BR	2 BR	3 BR	4 BR	5 BR	6 BR
Heating	a.	Gas/Other	5	7	9	11	14	16	18
	b.	Oil /Electric	3	5	6	7	9	10	12
Cooking	a.	Gas/Other	3	4	5	6	8	9	10
	b.	Oil/Electric	2	3	3	4	5	6	7
Basic Electricity			10	14	19	23	29	33	37
Air Conditioning			1	1	1	1	1	1	2
Water Heating	a.	Gas/Other	10	14	18	22	28	32	37
	b.	Oil / Electric	7	9	12	15	19	22	25
Water			22	30	39	48	61	70	79
Sewer			18	25	32	39	49	56	64
Trash Collection			18	18	18	18	18	18	18
Range/Microwave			2	2	2	2	2	2	2
Refrigerator			6	6	6	6	6	6	6
Flat Rate Water (any flat rate parks, apartments)			12	12	12	12	12	12	12
Flat Rate Sewer (any flat rate parks, apartments)			16	16	16	16	16	16	16
Flat Rate Trash (any flat rate parks, apartments)			13	13	13	13	13	13	13

Mobilehome Owner: PS = \$751 (12/1/06); FMR = \$711 (10/1/07)

Actual Family Allowances To be used by the family to compute allowance. Complete below for the actual unit rented.		Utility or Service	Per month cost
Name of Family		Heating	
		Cooking	
		Other Electric	
Address of Unit		Water Heating	
		Water	
		Sewer	
		Trash Collection	
		Range/Microwave	
		Refrigerator	
Number of Bedrooms		Air Conditioning	
		Other	
		Total	\$

EVIDENCE OF COMPLIANCE WITH PREVIOUS PUBLIC LOANS**Part A (to be completed by Applicant)**

Project	Address	Total Funds	Purpose
1			
2			
3			
4			
5			
6			

Signed: _____

Date: _____

Part B - Affordability Restrictions (to be completed by HCD staff)The Project(s) listed above is/are in Compliance: YES ☐ NO ☐

Comments: _____

Signed: _____

Date: _____

Part C - Contract Monitoring (to be completed by HCD staff)The Project(s) listed above is/are current: YES ☐ NO ☐Annual Reports are submitted when due: YES ☐ NO ☐

Comments: _____

Signed: _____

Date: _____

Part D – Residual Receipts Payment Record (to be completed by HCD staff)

Are Residual Receipts being received? YES ☐ NO ☐

Year	Amount Projected	Amount Received
2007		
2006		
2005		
2004		

Comments:

Signed: _____

Date: _____

Agency or Project Sponsor Letterhead

GENERAL INFORMATION NOTICE
(FOR RESIDENTIAL TENANT THAT WILL BE DISPLACED)

DATE:

CERTIFIED MAIL
RETURN RECEIPT REQUESTED

(tenant name)

(address)

(address)

Dear _____
(tenant name):

The _____
(project sponsor) is interested in acquiring and rehabilitating the property you occupy at _____
(address). This notice is to inform you of your rights under Federal and State laws. If the _____
(project sponsor) acquires the property and you are displaced from the project, you will be eligible for relocation assistance under the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, as amended or the California Relocation Assistance and Real Property Acquisition Guidelines (Government Code Section 11380.1). However, **do not move now**.

This is not a notice to vacate the premises. You should continue to pay your monthly rent to your landlord because a failure to pay rent and meet your other obligations as a tenant may be cause for eviction and loss of relocation assistance. You are urged not to move or sign any agreement to purchase or lease a new unit before receiving formal notice of your eligibility for relocation assistance. If you move or are evicted before receiving such notice, you may not receive any assistance. Please contact us before you make any moving plans.

If the _____
(project sponsor) acquires the property and you are eligible for relocation assistance, you will be given advisory services, including referrals to replacement housing, and at least 90 days advance written notice of the date you will be required to move. You will also receive a payment for moving expenses and may be eligible for financial assistance to help you rent or buy a replacement house.

In order to determine your eligibility and explain your rights and benefits, I have scheduled an appointment for you on _____
(date) in our office located at 3989 Ruffin Road, San Diego, California 92123. Please complete the enclosed Pre-Application and bring verification of your income (i.e. pay stubs, benefits letter) or have the Income Verification form completed by the appropriate agency.

If for any reason any other persons move into this unit with you after this notice, your assistance may be reduced.

Again, this is not a notice to vacate and does not establish eligibility for relocation payments or other relocation assistance. If the _____
(project sponsor) is unable to purchase the property, you will be notified in writing. If you have any questions, please contact me at _____
(telephone number).

Sincerely,

(name)

(title)

Agency or Project Sponsor Letterhead

GENERAL INFORMATION NOTICE
(FOR RESIDENTIAL TENANT THAT WILL NOT BE DISPLACED)

DATE:

CERTIFIED MAIL
RETURN RECEIPT REQUESTED

(tenant name)

(address)

(address)

Dear _____ (tenant name) _____:

The _____ (project sponsor) submitted an application to HCD for financial assistance to purchase and/or rehabilitate the building which you occupy at _____ (address) _____.

This notice is to inform you that if the assistance is provided and the building is acquired and/or rehabilitated, you will not be displaced. **Therefore, we urge you not to move anywhere at this time.** (If you do elect to move for reasons of your choice, you will not be provided relocation assistance.)

If the application is approved and financial assistance is provided to acquire/rehabilitate the property, _____ (number of) units will be rent restricted and affordability restrictions will be maintained for a period of _____ (number of) years. You will be able to lease and occupy your present apartment (or another suitable, decent, safe, sanitary and affordable apartment in the same building) upon completion of the acquisition or rehabilitation. Of course, you must comply with standard lease terms and conditions.

After the rehabilitation, your initial rent, including the estimated average monthly utility costs will not exceed the greater of (a) your current rent/average utility costs, or (b) 30 percent of your average monthly gross household income. If you must move temporarily so that the rehabilitation can be completed, suitable housing will be made available to you for the temporary period, and you will be reimbursed for all reasonable extra expenses, including all moving costs and any increase in housing costs.

Again, we urge you not to move. If the project is purchased and rehabilitated, you can be sure that we will make every effort to accommodate your needs. Because Federal assistance would be involved, you would be protected by the Uniform Relocation Assistance and Real Property Acquisitions Policies Act of 1970, as amended.

This letter is important and should be retained. You will be contacted soon. In the meantime, if you have any questions about our plans, please contact me at _____ (telephone number) _____.

Sincerely,

(name)

(title)

Agency or Project Sponsor Letterhead

SAMPLE NOTICE OF VOLUNTARY ACQUISITION
- Informational Notice -
(Agencies Without Eminent Domain Authority)

(date)

Dear _____:

(Name of Agency/Person) _____, is interested in acquiring property you own at (address) _____ for a proposed project which may receive funding assistance from the U.S. Department of Housing and Urban Development (HUD).

Please be advised that (Name of Agency/Person) _____ does not have authority to acquire your property by eminent domain. In the event we cannot reach an amicable agreement for the purchase of your property, we will not pursue this proposed acquisition.

We are prepared to offer you (\$) _____ to purchase your property. We believe this amount represents the current market value of your property. Please contact us at your convenience if you are interested in selling your property.

In accordance with the Uniform Relocation Assistance and Real Property Acquisition Policies Act (URA), owner-occupants who move as a result of a voluntary acquisition are not eligible for relocation assistance.

If you have any questions about this notice or the proposed project, please contact (name) _____, (title) _____, (address) _____, (phone) _____.

Sincerely,

(name and title) _____

NOTES.

4. The case file must indicate the manner in which this notice was delivered (e.g., certified mail, return receipt requested) and the date of delivery.

*Agency or Project Sponsor Letterhead***SAMPLE NOTICE TO PROSPECTIVE TENANTS**

(date)

Dear _____:

On _____ (date), _____ (property owner) submitted an application to the _____ (Grantee) for financial assistance to [acquire] [rehabilitate] [convert] the building located at _____ (address). Because Federal funds are being used in this project, the Uniform Relocation Assistance and Real Property Acquisition Policies Act (URA) of 1970, as amended (URA) applies for tenants in residence at the time of application. However, as a new tenant, you will not be eligible for relocation benefits under the URA.

This notice is to inform you of the following information before you enter into any lease agreement and occupy a unit at the above address:

- You may be displaced by the project.
- You may be required to relocate temporarily.
- You may be subject to a rent increase.
- You will not be entitled to any relocation benefits provided under the URA. If you have to move or your rent is increased as a result of the above project, you will not be reimbursed for any such rent increase or for any costs or expenses incurred by you in connection with a move as a result of the project.

Please read this notification carefully prior to signing a rental agreement and moving into the project. If you should have any questions about this notice, please contact _____ (Grantee) at _____ (address and telephone number). Once you have read and have understood this notice, please sign the statement below if you still desire to lease the unit.

NOTE: ACKNOWLEDGEMENT OF THIS NOTICE IS MANDATORY WITH EACH RENTAL AGREEMENT. ALL ADULT OCCUPANTS MUST SIGN.

NAME: _____ ADDRESS AND UNIT NUMBER: _____
 Print Name of Tenant

SIGNATURE (S): _____

ANNUAL INCOME: _____

HOUSEHOLD SIZE: _____

MOVE-IN DATE: _____

ATTACHMENT H

SCHEDULE AND ANALYSIS OF REAL ESTATE OWNED

To be attached to and made a part of the loan application on property at _____

Dated: _____

PROPERTY ADDRESS	NO. UNITS	LENDER NAME AND ADDRESS	LOAN NO.	CURRENT BALANCE	MARKET VALUE	ANNUAL RENTAL	ANNUAL TAXES & INS.	ANNUAL EXPENSES	ANNUAL PRIN. INT. PYMT	CASH FLOW
		1st:								
		2nd:								
		1st:								
		2nd:								
		1st:								
		2nd:								
		1st:								
		2nd:								
		1st:								
		2nd:								
		1st:								
		2nd:								
		1st:								
		2nd:								
										ANNUAL
										Monthly

NOTE: If ownership on any above is shared, list prorated amounts above and explain percent shared under remarks below.

REMARKS:

ATTACHMENT I

PROJECT NAME: _____ BORROWER/DEVELOPER: _____ FUNDS (Please check): HOME _____ CDBG _____ Other _____

PART A: To be completed by the applicant. +See reverse side for codes to use when completing this form.

[illegible]

(Please fill out additional sheets if necessary)

(1) ETHNIC CODES (*)

Race-Head of Household
11-White
12-Black/African American
13-Asian
14-American Indian/Alaska native
15-Native Hawaiian/Other Pacific Islander
16-American Indian/Alaska Native and White
17-Asian and White
18-Black/African American and White
19-American Indian/Alaska Native and Black/African American
20-Other Multi Racial

(2) HANDICAPPED CODES ()**

"H" = Hearing Impaired "V" = Visually Impaired "M" = Mobility Impaired

(3) SECTION 8 ASSISTANCE (*)**

If yes, please identify type: "C" = Certificate "V" = Voucher

(4) INCOME LEVELS (**) (Median Area Income (MAI) Limits Effective March 20, 2007**

CODE	Family Size:	1 Person	2 Person	3 Person	4 Person	5 Person	6 Person	7 Person	8 Person
"1"	Extremely Low (<30% MAI)	\$14,750	\$16,850	\$18,950	\$21,050	\$22,750	\$24,400	\$26,100	\$27,800
"2"	Very Low (35% MAI)	\$17,200	\$19,650	\$22,100	\$24,550	\$26,550	\$28,500	\$30,450	\$32,450
"3"	Low Income (50% MAI)	\$24,550	\$28,100	\$31,600	\$35,100	\$37,900	\$40,700	\$43,500	\$46,350
"4"	Lower (60% MAI)	\$29,500	\$33,700	\$37,900	\$42,100	\$45,500	\$48,850	\$52,250	\$55,600
"5"	Moderate (80%- MAI)	\$39,300	\$44,900	\$50,550	\$56,150	\$60,650	\$65,150	\$69,650	\$74,100
"6"	Above Moderate (115% MAI)	\$55,900	\$63,850	\$71,800	\$79,800	\$86,200	\$92,600	\$98,950	\$105,350

(5) INCOME SOURCE (***)**

Codes: "1" = Earned Income (Head of Household) "5" Social Security
 "2" = Earned Income (Joint) "6" Retirement Income (Other Pensions/Annuities)
 "3" = Investment Income (Interest/Dividends) "7" Redistributed Income (Unemployment, Welfare, Disability, SSI)
 "4" = Earned Investment (Rental Income)

ATTACHMENT J

EQUAL OPPORTUNITY PROGRAM FOR CONTRACTORS DOING BUSINESS WITH THE COUNTY OF SAN DIEGO

The County of San Diego is committed to an Equal Opportunity Program pursuant to applicable State and Federal laws and guidelines, which provide Equal Opportunity in all activities of the agency, including the employment of individuals and firms which contract with The County of San Diego.

CERTIFICATE OF COMPLIANCE

(Name of Contractor)

As an authorized official for the above named Contractor, I hereby certify by the signature affixed to this document that said firm will comply with Executive Order 11246, Title VII of the Civil Rights Act of 1964, as amended, the California Fair Employment Practices Act and any other applicable Federal and State laws as well as any other applicable local, state and federal Equal Opportunity Programs.

Further, I am submitting an acceptable Equal Employment Opportunity Plan. This plan will address the affirmative actions that will be taken by this Contractor to eliminate any discriminatory outreach or hiring practices, if they exist and to introduce outreach and hiring practices to maximize employment opportunities for all qualified individuals.

Name of Authorized Official

Title

Signature of Authorized Official

Date

**COUNTY OF SAN DIEGO DEPARTMENT OF HOUSING AND COMMUNITY DEVELOPMENT
AFFIRMATIVE FAIR HOUSING MARKETING PLAN**

1. DEVELOPMENT INFORMATION

Development Name _____		Contact Person _____	
Address _____	City _____	State _____	Zip _____
Telephone No. _____	Fax No. _____	Census Tract _____	Council District _____

2. MANAGING AGENT

Firm Name _____		Contact Person _____	
Address _____	City _____	State _____	Zip _____
Telephone No. _____	Fax No. _____	E-Mail _____	

3. PROJECT DATA

Total Number of Units _____: please break down below:

<u>Income</u>	<u>Market Rate</u>	<u>Low Income</u>	<u>Very Low</u>
0 Bedroom	_____	_____	_____
1 Bedroom	_____	_____	_____
2 Bedroom	_____	_____	_____
3 Bedroom	_____	_____	_____
4 Bedroom	_____	_____	_____

Check: Multifamily _____ Single Family _____

Project Type: (Check One) Seniors _____ Family _____ Mixed _____

Please indicate the date when rehabilitated or newly constructed units will be available for occupancy: _____.

4. **DIRECTION OF MARKETING ACTIVITY**

Indicate below which group(s) in the housing market area is least likely to, because of location and other factors, apply for the housing without special outreach efforts.

- ☐ White
☐ Black/African American
☐ Asian
☐ American Indian/Alaska native
☐ Native Hawaiian/Other Pacific Islander
☐ American Indian/Alaska Native and White
☐ Asian and White
☐ Black/African American and White
☐ American Indian/Alaska Native and Black/African American
☐ Other Multi Racial

5. **MARKETING PERSONNEL AND BACKGROUND INFORMATION**

Name of Developer/Marketing Agent

Contact Person

Address

City

State

Zip

Telephone No. _____ Fax No. _____ E-Mail _____

Please list developments marketed within the past two years:

Name	Address Marketing	Type	No. Units Duration	% Subsidy	
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____
_____	_____	_____	_____	_____	_____

6. **MARKETING EFFORTS**

For the subject development, how many units are to be leased through marketing efforts? (Units remaining after current residents are given preference.) _____.

How many months do you anticipate it will take for the development to attain 95% occupancy?

7. **DEFINITION OF THE MARKET**

Define below the geographic area from which the majority of new tenants will be attracted. Please provide a map outlining the primary market area.

Provide a demographic description of tenants in the development area (include ethnicity, age, income, family size) who you intend to attract to the subject development.

8. MARKETING ACTIVITY AND OUTREACH EFFORTS

Please check one or more of the following describing marketing activities planned for the subject development.

- | | |
|---|--|
| <input type="checkbox"/> Brochure* | <input type="checkbox"/> Billboard |
| <input type="checkbox"/> Newspaper Ads** | <input type="checkbox"/> Mass Mailing |
| <input type="checkbox"/> Public Relations | <input type="checkbox"/> Radio Ads |
| <input type="checkbox"/> Television Ads | <input type="checkbox"/> Other (specify) |

- * Attach vendor cost estimates for design and printing.
 ** Attach preliminary advertising schedule and budget.

(The Fair Housing trademark and/or logo must be used in all newspaper ads and publications.)

NAME OF NEWSPAPERS, RADIO OR T.V. STATIONS	RACIAL/ETHNIC IDENTIFICATION OF READER/AUDIENCE	SIZE OR DURATION OF ADVERTISING
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>
<hr/>	<hr/>	<hr/>

9. COMMUNITY CONTACTS

If the applicant chooses to use community contact as part of its outreach program, it is understood that contact with the group or organization listed below will be established and maintained throughout the initial marketing campaign and subsequent marketing efforts. If more space is needed, attach an additional sheet.

1. Name of Group or Organization
2. City, State, and Zip Code
3. Racial/Ethnic Identification
4. Approximate Date of Contact or Proposed Contact

	GROUP 1	GROUP 2
1.	_____	_____
2.	_____	_____
3.	_____	_____
4.	_____	_____

10. **ADDITIONAL MARKETING ACTIVITIES** (signs and Fair Housing Poster)

Will there be a sign at the development site? Yes _____ No _____

If yes, will the Fair Housing trademark and/or logotype be used? Yes _____ No _____

Will the development have any of the following? (please check):

Rental Office	_____
Model Units	_____
Other (specify)	_____

In all areas checked, the Fair Housing Poster must be conspicuously displayed.

11. **EXPERIENCE AND STAFF INSTRUCTIONS**

Does your organization have experience in marketing housing to the targeted group(s) you identify in this plan?

Yes _____ No _____

Training of your organization's staff must include Fair Housing Law and its regulations, outreach and Fair Housing marketing. Make a statement below regarding how this was or will be accomplished.

It is understood that the plan outlined herein is established for residential development to provide housing for low and very low-income residents. In implementing this plan, the Owner/Developer and Marketing/Managing Agent signing below will abide by all rules and regulations of the federal Home Investment Partnership Program (HOME) when applicable, and the income and affirmative marketing requirements of HCD.

Owner/Developer:

Name (print)

Title

Signature

Date

Marketing/Managing
Agent

Name (print)

Title

**COUNTY OF SAN DIEGO DEPARTMENT OF HOUSING AND
COMMUNITY DEVELOPMENT**

Approved by:

Name (print)

Title

Signature

Date

PERTINENT REGULATORY REQUIREMENTS

Projects may include Federal funding sources in combination with MHSA funds. Numerous federal, state and local laws, regulations and/or executive orders apply to CDBG/HOME funded activities. These are referenced within a Program “Certifications” form, which are signed and submitted each year by the grant recipient (County of San Diego) to the U.S. Department of Housing and Urban Development (HUD). It states that the County will comply with all regulatory requirements. Copies can be procured from HUD.

The following miscellaneous listing is provided to clarify requirements that have sometimes been overlooked or misunderstood, leading to regulatory violations.

THIS IS NOT A COMPLETE LISTING OF PROGRAM REQUIREMENTS.

1. Affordability

All County-assisted rental-housing units must be affordable, at the initial point of eligibility, to households at or below 50% of the area median income (AMI).

2. Environmental Review Processing

Prior to the formal commitment of any funds, all funded projects must be processed in accordance with the California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA) requirements. These regulations examine the impact of land development on the environment. In addition, federal assistance carries with it environmental review responsibilities to determine hazards which may impact a proposed CDBG or HOME project and its residents/clients, such as noise impacts.

From the time the application is submitted, the contractor must not commit funds or take any choice limiting actions (including, but not limited to, contracts for excavation, filling, construction, rehabilitation, or other physical activities) until completion of the environmental processing and HUD’s formal release-of-funds, regardless of whether the work would be accomplished by federal funding or other matching funds.

CEQA and NEPA review for all will be done by the appropriate entity based on the jurisdiction of the project. HCD staff will keep applicants apprised of the progress of environmental processing and the anticipated date of the release-of-funds.

3. Hazardous Waste Assessment

A housing development proposal (acquisition, rehabilitation, or new construction) must have, at a minimum, an approved Phase I Hazardous Waste Assessment Report. This report is to be submitted with the NOFA application. A hazardous materials (asbestos, lead paint) inspection report may also be required. In addition, testing for asbestos, residual pesticides, mold, and water may be required. In certain situations, a Phase II and Phase III Environmental Assessment may be necessary. Time requirements for these reviews vary substantially, depending upon the potential for environmental impact. Please note that additional expenses may be incurred in preparing these required reviews. The NOFA applicant is responsible for these costs.

4. Equal Opportunity & Fair Housing Requirements

In accordance with Board Policy B-39a, all recipients must adopt a policy to ensure that every effort is made to provide equal opportunity to Disabled Veterans Business Enterprises (DVBES) and to encourage the participation of minority and women business vendors, contractors, and subcontractors. Once funding is approved, the developer is also required to submit an Affirmative Fair Housing Marketing Plan for review and approval. To request a model AFHMP contact Tom D'Lugo by email at Tom.D'Lugo@sdcounty.ca.gov or at (858) 694-8709.

5. Section 3 Compliance

All recipients, sub-recipients, contractors and sub-contractors administering or working on projects funded through this NOFA must comply with Section 3 regulations. The purpose of Section 3 of the Housing and Urban Development Act of 1968 is to ensure that employment and other economic opportunities generated by HUD financial assistance are directed to lower-income workers/trainees, and to businesses which provide economic opportunities to lower-income persons. Lower-income persons who are residents of San Diego County are defined as Section 3 Residents. Preference should be given to hiring Section 3 Residents and to awarding contracts that benefit Section 3 Businesses from the neighborhood receiving the financial assistance. Contractors are required to complete Section 3 forms.

Additional detail and instructions are available from County HCD Staff at (858) 694-4805 or by email at Jaclyn.Borillo@sdcounty.ca.gov.

6. Relocation

NOFA applications involving relocation of residents or businesses shall include an anti-displacement/relocation plan in compliance with relocation laws. Either the California Relocation Assistance Act or the Uniform Acquisition and Relocation Act of 1970 (URA) as revised and Section 104(d) of the Housing and Community Development Act of 1974, as amended, may apply. Proposed relocation plans must budget for all tenant relocation and displacement costs, including costs for temporary relocation during construction or rehabilitation. Relocation Plans must also include a current copy of rent rolls detailing, family income, household characteristics, and current rent paid by each household in the proposed project.

For voluntary acquisitions, developer must prepare and deliver a Voluntary Acquisition Notice to the seller prior to making an offer and entering into a purchase and sale agreement. The developer must get acknowledgement from seller that transaction is purely voluntary.

Completion of tenant noticing, as appropriate, is necessary prior to development approval. Upon submission of the NOFA application, owners/tenants must receive a written General Information Notice, from the developer, notifying owners/tenants of their rights under the Uniform Relocation Act. New rental applicants to the proposed project must also receive a written Notice to Prospective Tenant informing them of the proposed acquisition/rehabilitation of the property. All notices must be hand delivered or sent via U.S. Certified Mail. Developer must document the manner of delivery and provide proof of receipt.

Contact County HCD staff at (858) 694-8741 or by email at Tom.D'Lugo@sdcounty.ca.gov, if any step in the project requires the relocation of any residents or businesses. Information regarding the Uniform Relocation Assistance and Real Property Acquisitions Policies Act of 1970 (URA) as revised, for U.S. Department of Housing and Urban Development Programs; and Section 104(d) of the Housing and Community Development Act of 1974 can be obtained by contacting County HCD at (858) 694-8741.

7. Conflict of Interest

Strict federal and state non-conflict of interest laws and regulations apply to all County and/or sub-recipient agency (i.e., participating cities, districts, non-profit agencies, etc.) staff that is engaged in implementing

funded activities. In brief, these requirements prohibit all County and/or sub-recipient agency staff, their families, or family/business ties from obtaining any financial interest in a funded contract if they participated in or had inside information about the contract, for up to a year after their tenure.

The full text of these requirements is detailed and penalties allowed for violations are severe.

8. Approval of Contractors

All construction contractors and sub-contractors must be approved by County HCD. Project-implementing agencies must verify this approval before awarding the construction contract. Information regarding the Federal Debarred Contractors List is available at <http://epls.arnet.gov/servlet/EPLSSearchMain/1>.

9. Prevailing Wage Rates

The Davis-Bacon Wage Act (40 U.S.C. 276a – 276a-5) requires the payment of wages to laborers and mechanics at a rate not less than the minimum wage specified by the U.S. Secretary of Labor. CDBG and HOME projects must comply when:

- CDBG: Residential property rehabilitation is for eight (8) or more units or new construction costs exceed \$2,000; or
- HOME: The rehabilitation or new construction is for twelve (12) or more HOME-funded units.

The U.S. Secretary of Labor's wage determinations are available upon request. Information on prevailing wage requirements is also available by contacting County HCD at (858) 694-8741.

10. Volunteer Labor

Volunteer labor may only be used to implement funded projects in very limited circumstances, in accordance with Federal Labor Standards, Davis-Bacon Act requirements, California State law and with the approval of HUD, County HCD and (in some instances) the California Director of Industrial Relations. County HCD staff must, therefore, be advised early if volunteer labor is to be used so that a determination can be made as to whether the project meets the applicable criteria.

11. Competitive Bidding Requirements

Agencies implementing projects must obtain competitive bids or estimates for all materials purchased and work to be accomplished by contractors or sub-contractors. Documentation of such competition must be maintained for review by HUD staff during monitoring visits.

In order for work to be accomplished by construction contractors or sub-contractors, a formal Request for Bids (RFB) package and advertisement must be prepared and pre-approved by County HCD staff. The RFB package must include required federal labor standards and current Davis/Bacon Act wage rates.

12. Pre-construction Conference

A "pre-construction conference" must be held with the bid winning contractor and listed sub-contractors following contract award and before commencement of construction. The pre-construction conference must announce that Federal Labor Standards and Davis-Bacon Act requirements apply, and that contractors must submit copies of weekly payrolls to the assigned project manager for verification that appropriate wage rates were paid. In addition, the preconstruction conference must announce that the requirements of Section 3 apply. The project administrator must promptly review all such payrolls upon receipt, sign and date the payroll following verification, and maintain such payrolls on file for review by HUD monitoring staff during

monitoring visits. Minutes of the pre-construction conference that document the discussion of federal regulations must be kept in the project files.

13. Construction Employee Interviews

Interviews must be conducted by implementing project administrators for a sample of construction employees of funded construction projects sometime during the construction work to verify that actual wage rates paid comply with reported wages.

14. Accessibility

Housing developments assisted with CDBG or HOME funds must comply with Section 504 of the Rehabilitation Act of 1973, the Fair Housing Act, and HUD's implementing regulations, which prohibit discrimination, based on disability and establish requirements for program accessibility and physical accessibility in housing programs. Section 504 includes requirements that in new construction developments a minimum of 5 percent of the housing units, but not less than one unit, must be accessible to residents with mobility impairment, and an additional 2 percent of the units, but not less than one unit, must be accessible to residents with visual and/or hearing impairment. This standard also applies to rehabilitation in developments of 15 or more units, when total cost of rehabilitation is 75 percent or more of the total replacement value of the improvements, as determined by HUD.

The Fair Housing Act applies whether the building is privately or publicly constructed and owned. The Act, among other things, establishes seven design standards for all newly constructed, multifamily housing of four or more units, which were ready for first occupancy on or after March 13, 1991. The Act requires that all units on floors served by elevators, and all ground floor units in a non-elevator building with four or more units, be accessible to persons with disabilities.

15. Energy Efficiency

Proposals involving construction of new housing are expected to contain descriptions of specific measures that will be taken to make the units energy efficient. An Energy Efficiency-Based Utility Allowance (EEBUA) schedule is available to qualified projects. Contact HCD staff at (858) 694-8741 for more information.

16. Lead-Based Paint Hazard Reduction Requirements

New lead-based paint regulations, effective September 15, 2000, were issued under Sections 1012 and 1013 of the Residential Lead-Based Paint Hazard Reduction Act of 1992, which are Title 10 of the Housing and Community Development Act of 1992. They appear in Title 24 of the Code of Federal Regulations as Part 35 (24 CFR 35). Any project for which federal funds are being obligated or committed after September 15, 2000 must comply with these regulations.

The regulations set hazard reduction requirements that give much greater emphasis to reduction of lead in house dust than did previous regulations. Scientific research has found that exposure to lead in dust is the most common way young children become lead poisoned. For this reason the new regulations require dust testing after paint is disturbed to ensure that homes are lead-safe. Specific requirements depend on whether the housing is being disposed of or assisted by the federal government, and also on the type and amount of financial assistance, age of the structure, and whether the dwelling is a rental or is owner-occupied.

If the application is for housing covered by the regulations below, the application's budget must include anticipated costs associated with lead-based paint hazard reduction. There are no separate funds available in the NOFA for lead-based paint reduction activities. Further information on lead-based paint hazard reduction can be obtained from the HUD Office of Lead Hazard Control at (202) 755-1785 or by email at <http://www.hud.gov/lea/leahome.html>.

A summary of lead hazard reduction requirements for various types of housing programs is on the following pages. Below is a description of the types of housing covered and not covered by the regulations.

- Types of housing covered include: a) Federally-owned housing being sold; b) Housing receiving a federal subsidy that is associated with the property, rather than with the occupants (project-based assistance); c) Public Housing; d) Housing occupied by a family (with a child) receiving a tenant-based subsidy (such as a voucher or certificate); e) Multifamily housing for which mortgage insurance is being sought; and, f) Housing receiving federal assistance for rehabilitation, reducing homelessness, and other special needs.
- Types of housing not covered include: a) Housing built since January 1, 1978, when lead paint was banned for residential use; b) Housing exclusively for the elderly or people with disabilities, unless a child under age 6 is expected to reside there; c) Zero-bedroom dwellings, including efficiency apartments, single-room occupancy housing, dormitories, or military barracks; d) Property that has been found to be free of lead-based paint by a certified lead-based paint inspector; e) Property where all lead-based paint has been removed; f) Unoccupied housing that will remain vacant until it is demolished; g) Non-residential property; h) Any rehabilitation or housing improvement that does not disturb a painted surface; and,) Emergency homeless assistance, unless the assistance lasts more than 100 days, in which case the rule does apply.

NOTE: Clearance is always required after abatement, interim controls, paint stabilization, or standard treatments.

Subpart of Rule/Type Program		Construction Period	Requirements
A.	Disposition by Federal Agency other than HUD	Pre-1960	<ul style="list-style-type: none"> • LBP inspection and risk assessment. • Abatement of LBP hazards. • Notice to occupants of inspection/abatement results.
		1960-1977	<ul style="list-style-type: none"> • LBP inspection and risk assessment. • Notice to occupants of results.
B.	Project-Based Assistance by Federal Agency other than HUD	Pre-1978	<ul style="list-style-type: none"> • Provision of pamphlet. • Risk assessment. • Interim controls. • Notice to occupants of results. • Response to EBL child.
C.	HUD-Owned Single Family Sold with a HUD-Insured Mortgage	Pre-1978	<ul style="list-style-type: none"> • Visual assessment. • Paint stabilization. • Notice to occupants of clearance.
D.	Multifamily Mortgage Insurance		
	1. For properties that are currently residential	Pre-1960	<ul style="list-style-type: none"> • Provision of pamphlet. • Risk assessment. • Interim controls. • Notice to occupants. • Ongoing LBP maintenance.
		1960-1977	<ul style="list-style-type: none"> • Provision of pamphlet. • Ongoing LBP maintenance.
	2. For conversions and major renovations	Pre-1978	<ul style="list-style-type: none"> • Provision of pamphlet. • LBP inspection. • Abatement of LBP. • Notice to occupants.
E.	Project-Based Assistance (HUD Program)		
	1. Multifamily property Receiving more than \$5,000 per unit per year	Pre-1978	<ul style="list-style-type: none"> • Provision of pamphlet. • Risk assessment. • Interim controls. • Notice to occupants. • Ongoing LBP maintenance and reevaluation. • Response to EBL child.

Subpart of Rule/Type Program		Construction Period	Requirements
	2. Multifamily property – receiving less than or equal to \$5,000 per unit per year, and single family properties	Pre-1978	<ul style="list-style-type: none"> • Provision of pamphlet. • Visual assessment. • Paint stabilization. • Notice to occupants. • Ongoing LBP maintenance. • Response to EBL child.
F.	HUD-Owned Multifamily Property	Pre-1978	<ul style="list-style-type: none"> • Provision of pamphlet. • LBP inspection and risk assessment. • Interim controls. • Notice to occupants. • Ongoing LBP maintenance. • Response to EBL child.
G.	Rehabilitation Assistance		
	1. Property receiving less than or equal to \$5,000 per unit	Pre-1978	<ul style="list-style-type: none"> • Provision of pamphlet. • Paint testing of surfaces to be disturbed, or presume LBP • Safe work practices in rehab. • Repair disturbed paint. • Notice to occupants.
	2. Property receiving more than \$5,000 and up to \$25,000	Pre-1978	<ul style="list-style-type: none"> • Provision of pamphlet. • Paint testing of surfaces to be disturbed, or presume LBP • Risk assessment. • Interim controls. • Notice to occupants. • Ongoing LBP maintenance if HOME or CILP.
	3. Property receiving more than \$25,000 per unit	Pre-1978	<ul style="list-style-type: none"> • Provision of pamphlet. • Paint testing of surfaces to be disturbed, or presume LBP. • Risk assessment. • Abatement of LBP hazards. • Notice to occupants. • Ongoing LBP maintenance.
H.	Acquisition, Leasing, Support Services, or Operation	Pre-1978	<ul style="list-style-type: none"> • Provision of pamphlet. • Visual assessment. • Paint stabilization. • Notice to occupants. • Ongoing LBP maintenance.

Subpart of Rule/Type Program		Construction Period	Requirements
I.	Public Housing	Pre-1978	<ul style="list-style-type: none"> • Provision of pamphlet. • LBP inspection. • Abatement of LBP. • Risk assessment if LBP not yet abated. • Interim controls if LBP not yet abated. • Notice to occupants. • Response to EBL child.
J.	Tenant-Based Rental Assistance	Pre-1978	<ul style="list-style-type: none"> • Provision of pamphlet. • Visual assessment. • Paint stabilization. • Notice to occupants. • Ongoing LBP maintenance. • Response to EBL child.

LBP = Lead-Based Paint

EBL= Elevated Blood Level

SAMPLE COUNTY INSURANCE AND BOND REQUIREMENTS

The Contractor shall keep the Property and all improvements thereon insured by carriers at all times satisfactory to the County against direct physical loss, and such other hazards, casualties, liabilities and contingencies as the County may require and in such amounts and for such periods as the County shall require.

Without limiting Contractor's indemnification obligations under this Contract, Contractor shall provide and maintain at its own expense, during the term of this Contract, or as may be further required herein, the insurance specified in this Article. Contractor's insurance shall protect County from claims which may arise out of or result from Contractor's operations under the Contract and for which Contractor may be legally liable, whether such operations are performed by Contractor or by a Subcontractor or by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable.

Insurance proceeds and condemnation awards for any loss to or taking of the Housing Project shall be applied or utilized in a manner, which ensures that County's and Program interests are reasonably fulfilled.

- a. **Contractor Insurance.** Within 10 working days prior to the inception of the contract Contractor shall submit to County certificates of insurance and appropriate separate endorsements to the actual insurance policy, evidencing that the Contractor has obtained for the period of the Contract insurance in the following forms of coverage and minimum amounts specified from insurance carriers with an A. M. Best rating of A VII and above or proofs of self funding or a self insurance program.
1. An occurrence policy of Commercial General Liability insurance insuring Contractor against liability for bodily injury, including death, personal injury or property damage arising out of all operations of the Contractor during the execution of the said contract of not less than two Million Dollars (\$2,000,000) per occurrence. The County of San Diego, its officers, agents, employees, and volunteers shall be added as Additional Insured by separate endorsement to the policy.
 2. Statutory Workers' Compensation insurance along with Employer's Liability of not less than One Million Dollars (\$1,000,000).
 3. A Comprehensive Automobile Liability Insurance policy for bodily injury, including death, and property damage which provides total limits of not less than one million dollars (\$1,000,000) combined single limit per occurrence applicable to all owned, non-owned and hired vehicles.
 4. A standard fire policy including all risk or special form perils, in an amount of ninety percent 90% of the full replacement cost of the Building and Improvements, without deduction for depreciation, including costs of demolition and debris removal. Such policy or policies of insurance shall include coverage for (i) Contractor's merchandise, (ii) fixtures owned by Contractor, (iii) any items identified as improvements to the Premises constructed or owned by Contractor, and (iv) the personal property of Contractor, its agents and employees.
 5. Rental income insurance which shall assure Contractor of receiving the minimum monthly rent from the time the Premises are damaged or destroyed by a risk insured against by the standard fire policy including all risk or special form perils, until such time as they are returned to a tenantable condition, with a minimum period of coverage of one (1) year.
- b. **Subcontractor's Insurance.** All contractors, sub-contractors and/or design professionals of Contractor utilized to carry out the County funded program described herein shall have a valid contractor's license. Contractor shall make certain that any and all subcontractors hired by Contractor are insured in accordance with this Exhibit "A", Insurance Requirements, with insurance carriers that have an A. M. Best rating of A VII and above. If any subcontractor's coverage does not comply with the insurance provisions, Contractor shall indemnify and hold County harmless of and from any damage, loss, cost, or expense, including attorneys' fees, incurred by County as a result thereof. In addition to the foregoing, Contractor shall make certain that any and all subcontractors performing any excavation of the Project have Explosion, Collapse and Underground Damage Liability Insurance and coverage in the amount of One Million Dollars (\$1,000,000). Contractor shall include subcontractors under its policies or shall furnish separate certificates of insurance and endorsements for each subcontractor.

INSURANCE REQUIREMENTS

A. Required General Liability Insurance Coverage. Contractor shall procure either Comprehensive General Liability Insurance or Commercial General Liability Insurance in the amounts and form set forth below:

(1) Comprehensive General Liability Insurance. A policy of Comprehensive General Liability Insurance with a combined single limit (CSL) per occurrence of \$1,000,000 per occurrence; OR;

(2) Commercial General Liability Insurance. A policy of Commercial General Liability Insurance, which provides limits of:

- | | | |
|-----|--|-------------|
| (a) | General limit per Occurrence: | \$2,000,000 |
| (b) | General limit <u>Project Specific</u> Aggregate: | \$2,000,000 |
| (c) | Products/Completed Operations: | \$2,000,000 |
| (d) | Personal & Advertising Injury limit: | \$2,000,000 |

For either type of insurance, deductibles applying to liability coverages shall be declared to and approved by the County's Risk Manager.

(3) Required General Liability Policy Coverage. Any general liability policy provided by Contractor hereunder shall include the following coverage:

- (a) Premises and Operations
- (b) Products/Completed Operations with limits of two million dollars (\$2,000,000) per occurrence to be maintained for a (3) three years following Acceptance of the work by the County.
- (c) Contractual Liability expressly including liability assumed under this Contract.
- (d) Personal Injury Liability
- (e) Independent Contractors' Liability
- (f) Severability of Interest clause providing that the coverage applies separately to each insured, except with respect to the limits of liability, and that an act or omission by one of the named insureds shall not reduce or avoid coverage to the other named insureds.
- (g) Explosion, Collapse & Underground Damage Hazards (X, C & U)

(4) Required Endorsements. For either type insurance, coverage shall include the following endorsements, copies of which shall be provided to County:

- (a) Additional Insured Endorsement. Any general liability policy provided by Contractor hereunder shall contain an endorsement which applies its coverage to the County, the members of the Board of Supervisors of the County and the officers, agents, employees and volunteers of the County, individually and collectively, as additional insureds.
- (b) Primary Insurance Endorsement. The coverage afforded by the additional insured endorsement described above shall apply as primary insurance, and any other insurance maintained by the County, the members of the Board of Supervisors of the County, or its officers, agents, employees and volunteers, or any County self-funded program, shall be excess only and not contributing with such coverage.

(5) Form of General Liability Insurance Policies. All general liability policies shall be written to apply to all bodily injury, including death, property damage, personal injury and other covered loss, however occasioned, occurring during the policy term, and shall specifically insure the performance by Contractor of that part of the indemnity agreement contained herein relating to liability for injury to or death of persons and damage to property. If the coverage contains one or more aggregate limits, a minimum of 50% of any such aggregate limit must remain available at all times; if over 50% of any aggregate limit has been paid or reserved, County may require additional coverage to be purchased by Contractor to restore the required limits. Contractor may combine primary, umbrella and as broad as possible excess liability coverage to achieve the total limits indicated above. Any umbrella or excess liability policy shall include the Additional Insured Endorsement described above.

B. Builder's Risk Insurance. Contractor shall provide Builder's Risk Insurance as follows:

(1) Coverage shall be provided on an "all-risk" or special form basis (including the perils of earthquake and flood, unless waived by the County).

(2) Coverage shall be provided on the work and materials which are the subject of this Contract, whether in process or manufacture or finished, including "in transit" coverage to the final agreed-upon destination of delivery, and including loading and unloading operations, and such coverage shall be in force until the work and materials are accepted by the County.

(3) County shall be named as an additional insured and/or loss payee as its interest may appear at the time of loss.

(4) Coverage shall be in an amount no less than the full replacement value of the property at the time of loss.

(5) The deductible shall not exceed \$10,000, or such amount that is commercially available, per occurrence and shall be borne by the Contractor, except higher deductibles for earthquake and flood may be approved by the County.

(6) Loss, if any, shall be adjustable with and payable to the County as trustee for all entities having an insurable interest, except in such cases as may require payment of all or a proportion of such insurance to be made to a mortgagee as its interest may appear.

(7) If Contractor fails to maintain such insurance as is called for herein, the County, at its option, may order the County Contractor to suspend work at Contractor's expense until a new policy of insurance is in effect and on file with the County.

C. Comprehensive Automobile Liability Insurance. Contractor shall procure Comprehensive Automobile Liability Insurance written for bodily injury, including death, and property damage, however occasioned, occurring during the policy term, in the amount of not less than One Million Dollars (\$1,000,000), combined single limit per occurrence, applicable to all owned, non-owned and hired vehicles. This coverage shall include Contractual Liability.

D. Statutory Workers' Compensation and Employer's Liability Insurance. Unless Contractor is a sole proprietorship, Contractor shall maintain a policy of California Workers' Compensation coverage in statutory amount and Employer's Liability coverage for no less than one million dollars (\$1,000,000) per occurrence for all employees of Contractor engaged in services or operations under the Contract. Coverage shall include the following endorsements, copies of which shall be provided to the County:

(1) Broad Form All-States endorsement

(2) Waiver of Subrogation endorsement

E. Professional Errors and Omissions Liability Insurance. If Contractor provides and/or engages the services of any type of professional, including, but not limited to, engineers and architects, whose failure due to a mistake or deficiency in design, formula, plan, specifications, advisory, technical or other services could result in liability, Contractor or Consultant shall obtain professional errors and omissions liability insurance in an amount of not less than one million dollars (2,000,000). If this policy contains a self retained limit, it shall not be greater than Ten Thousand Dollars (\$10,000) per occurrence/event; if the coverage contains one or more aggregate limits, a minimum of 50% of any such aggregate limit must remain available at all times; if over 50% of any aggregate limit has been paid or reserved, County may require additional coverage to be purchased by Consultant to restore the required limits. The policy shall include limited contractual liability coverage. This coverage shall be maintained for a minimum of two (2) years following termination or completion of Contractor's work pursuant to the Agreement.

F. Policy Terms and General Provisions.

(1) Certificates of Insurance. Contractor shall, as soon as practicable following the placement of insurance required hereunder, but in no event later than the effective date of the Contract, deliver to County certified copies of the actual insurance policies specified herein, or certificates evidencing the same, together with appropriate separate endorsements thereto, evidencing that Contractor has obtained such coverage for the period of the Contract. Thereafter, copies of renewal policies, or certificates and appropriate separate endorsements thereof, shall be delivered to County within thirty (30) days prior to the expiration of the term of any policy required herein. Contractor shall permit County at all reasonable times to inspect any policies of insurance of Contractor, which Contractor has not delivered to County.

(2) Claims Made Coverage. If coverage is written on a "claims made" basis, the Certificate of Insurance shall clearly so state. In addition to the coverage requirements specified above, such policy shall provide that:

(a) The policy retroactive date coincides with or precedes Contractor's commencement of work under the Contract (including subsequent policies purchased as renewals or replacements).

(b) Contractor will make every effort to maintain similar insurance during the required extended period of coverage following expiration of the Contract, including the requirement of adding all additional insureds.

(c) If insurance is terminated for any reason, Contractor shall purchase an extended reporting provision of at least two years to report claims arising in connection with the Contract.

(d) The policy allows for reporting of circumstances or incidents that might give rise to future claims.

(3) Waiver of Subrogation. The insurer shall waive all rights of recovery or subrogation against County, its agents, officers and employees, which might arise by reason of any payment under the policies. Contractor hereby waives all rights to recovery against County on account of loss or damage occasioned to Contractor or others under Contractor's control to the extent such loss or damage is insured against under any insurance policies, which may be in force at the time of the loss or damage.

(4) Notice of Cancellation or Change of Coverage. All certificates of insurance provided by Contractor must evidence that the insurer providing the policy will give Owner thirty (30) days' written notice, in advance of any cancellation, lapse, reduction or other adverse change respecting such insurance.

CONTRACTOR'S BONDS.

A. Contract Bonds. Prior to commencement of construction, Contractor shall file with the County on the approved forms, the two surety bonds in the amounts and for the purposes noted below, duly executed by a reputable surety company satisfactory to County, and Contractor shall pay all premiums and costs thereof and incidental thereto, as security for payment of persons named in California Civil Code Section 3181 or amounts due under Unemployment Insurance Code with respect to Work or Labor performed by any such claimant. All alterations, time extensions, extra and additional work, and other changes authorized by the Specifications, or any part of the Contract, may be made without securing consent of the surety or sureties on the contract bonds. Each bond shall be signed by both Contractor and the sureties.

(1) The "payment bond for public works" shall be in an amount of one hundred percent (100%) of the Contract price, as determined from the prices in the bid form, and shall inure to the benefit of persons performing labor or furnishing materials in connection with the work of the proposed Contract. This bond shall be maintained in full force and effect until all work under the Contract is completed and accepted by the County, and until all claims for materials and labor have been paid.

(2) The "performance bond" shall be in an amount of one hundred percent (100%) of the Contract price as determined from the prices in the bid form, and shall insure the faithful performance by Contractor of all work under the Contract. It shall also insure the replacing of, or making acceptable, any defective materials or faulty workmanship.

B. Qualification of Sureties. Should any surety or sureties be deemed unsatisfactory at any time by the County, notice will be given Contractor to that effect, and Contractor shall forthwith substitute a new surety or sureties satisfactory to the County. No further payment shall be deemed due or will be made under the Contract until the new sureties qualify and are accepted by the County.

MANAGEMENT PLAN CHECKLIST

The developer will be required to submit a Management Plan for review and approval by the County. The reader's attention is called to Fair Housing Regulations which require certain tenant and participant protections for all rental housing funded by Federal Programs and to the County requirement for a crime-free element in the Management Plan (as described on page 6). Also required is a copy of the sample lease agreement and any addenda.

The Management Plan is required to follow the format below.

Management

- ☐ Role and Responsibility of the Owner and/or Delegation of Authority of the Managing Agent/Full Service Provider
 - ☐ Description of Site/Units
 - ☐ Scope of Duties
 - ☐ Changes in Management
- ☐ Personnel Policy and Staffing Arrangements
 - ☐ Hiring and Personnel Policies
 - ☐ Projected Staffing (On-Site Manager 16 or more units)
 - ☐ Training and Monitoring
 - ☐ Hiring of Residents
- ☐ Maintaining Adequate Accounting Records and Handling Necessary Forms and Vouchers
 - ☐ Accounting Basis
 - ☐ Collections and Disbursements
 - ☐ Contracting, Purchasing, Cost Controls
 - ☐ Compliance and Reporting
 - ☐ Vacancies and Rent Losses
 - ☐ Security Deposits
- ☐ Provisions for Update of Management Plan
- ☐ Insurance

Occupancy

- ☐ Plan and Procedures for Publicizing and Achieving Early and Continued Occupancy
 - ☐ Outreach (Affirmative Fair Housing Marketing/Advertising)
 - ☐ Resident Selection
 - ☐ Waiting List
 - ☐ Orientation
- ☐ Procedures for Determining Resident Eligibility and for Certifying and Annually Recertifying Household Income and Size
 - ☐ Initial Certification
 - ☐ Recertification
 - ☐ Changes in Eligibility During Occupancy
 - ☐ Leasing Procedures
- ☐ Rent Collection
 - ☐ Rent Payment
 - ☐ Late Rents
 - ☐ Rent Increases
- ☐ Procedure for Appeal, Grievance and Eviction
 - ☐ Right to Hearing
 - ☐ Eviction Procedures
- ☐ Plans for Enhancing Resident-Management Relations
 - ☐ Resident Organization(s)
 - ☐ Community Room
 - ☐ Auxiliary Program

Maintenance and Security

- ☐ Construction Follow-Up
- ☐ Maintenance Programs
 - ☐ Maintenance Duties
 - ☐ Maintenance Supervision and Performance
 - ☐ Tools
 - ☐ Resident Maintenance Requests
 - ☐ Resident Neglect and Abuse
 - ☐ Reconditioning for New Residents
 - ☐ Preventive Maintenance
 - ☐ Emergency Maintenance
 - ☐ Gardening and Landscape
 - ☐ Contract Maintenance
 - ☐ Maintenance Stock Control
- ☐ Security

Attach the Affirmative Fair Housing Marketing Plan

ATTACHMENT O***County of San Diego
Mental Health Services Act (MHSA)*****Contact Information**

Organization	Contact	Topic
County of San Diego Department of Housing and Community Development	Dolores Diaz 3938 Ruffin Road San Diego, CA 92123 Tel. (858) 694-4804 E-Mail dolores.diaz@sdcounty.ca.gov	Clarifications regarding NOFA
County of San Diego Department of Housing and Community Development	Tom D'Lugo 3989 Ruffin Road San Diego, CA 92123 Tel. (858) 694-8741 E-Mail tom.dlugo@sdcounty.ca.gov	Community Development Block Grant Program (CDBG) and HOME Investment Partnership Program (HOME) Regulations Relocation Noticing
County of San Diego Department of Housing and Community Development	Hugo Mora 3989 Ruffin Road San Diego, CA 92123 Tel. (858) 694-4877 E-Mail hugo.mora@sdcounty.ca.gov	Tax Exempt Bonds Financings
County of San Diego Department of Housing and Community Development	Tom D'Lugo 3989 Ruffin Road San Diego, CA 92123 Tel. (858) 694-8741 E-Mail tom.dlugo@sdcounty.ca.gov	Affirmative Fair Housing Marketing Plan (AFHMP)
County of San Diego Mental Health Services	Kevine Ky, Administrative Analyst Adult/Older Adult Mental Health Services (MS: P531S) 3255 Camino Del Rio South San Diego, CA 92108 Phone: (619) 563-2703 E-Mail kevine.ky@sdcounty.ca.gov	Housing Guidelines Exception Review Committee
Cooperation for Supportive Housing	Simonne Ruff/Tricia Tasto Levien 328 Maple Street, Fourth Floor San Diego, CA 92103 Tel. (619) 234-4102 E-Mail Simonne.ruff@csh.org	Technical Assistance for MHSA issues